



# Student Handbook

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# Foundational Principles

## FOUNDATIONAL SCRIPTURE

*In all things...Christ Pre-Eminent. Colossians 1:18*

## MISSION STATEMENT

*Salisbury Christian School exists to honor Jesus Christ by offering a comprehensive educational program founded upon Biblical truth and academic excellence.*

## VISION

Salisbury Christian School leads students to spiritual, intellectual, social and physical maturity, in partnership with parents and the church, so that students become disciples of Jesus Christ, walking in wisdom, obeying His Word and living their faith.

## CORE VALUES

### Christ-centered

SCS is committed to keeping Jesus Christ at the center of all that we engage in spiritually, academically, socially and physically. This commitment takes vigilance and fortitude and must be the foundation of all programs at all levels of life and culture at SCS. (*Colossians 1:18*)

### Academic excellence

SCS is committed to providing an optimal academic environment for the learning experience of every student. Nothing less than excellence is worthy of a school named for our Lord Jesus Christ. (*1 Corinthians 10:31*)

### Community

SCS is proud to be a community of believers from many different denominations knowing that Christian unity pleases God (*Psalms 133:1*). We recognize that the major tenets of the faith (see *Statement of Faith*) are what bind us together as a Christ-centered family. (*Romans 15:5-6*)

### Servant Leadership

SCS is committed to hiring and retaining Christian role models who exhibit not only professional excellence but also true leadership through service to our students. Jesus is our example when he said that he came "not to be served, but to serve..." (*Mark 10:45*)

### Stewardship

SCS is committed to exercising biblically based stewardship of all assets and resources recognizing that we have an obligation to properly care for all that is entrusted to us by the Lord. (*1 Chronicles 29:11*)

## STATEMENT OF FAITH

### *We believe:*

1. In one God, the creator and sustainer of the universe, eternally existent in three persons: Father, Son, and Holy Spirit.
2. In the divine inspiration, infallibility and final authority of the Bible as the Word of God.
3. In the uniqueness of man, by virtue of his special creation in God's image, and his responsibility to understand and master the world to the glory of God.
4. The unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God.
5. In the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
6. In the resurrection of the crucified body of our Lord and that blessed hope, His personal return.
7. In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer.
8. In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
9. In the spiritual unity of believers in our Lord Jesus Christ.
10. In the heterosexual marriage relationship as the only God-ordained family system.

## OBJECTIVES

Spiritually, the school endeavors to:

- help establish each student's faith in God as Creator, Redeemer, and Provider.
- teach the Bible and develop a love and respect for it.
- help the student develop a Biblical world view by integrating life and studies with the Bible.
- encourage the student to live a life of obedience and excellence for the glory of God.
- develop within the student a servant's heart.

Socially, the school endeavors to:

- develop the student's personality based on Biblical concepts to the fullest potential of his/her own capabilities.
- teach students to respect and protect all human life.
- promote a Biblical view of time, work, and material possessions.
- develop responsible citizenship ideals and encourage active participation in all areas of community life and government.
- encourage local church membership and service.
- understand the principles established by God within relationships.

Physically, the school endeavors to:

- teach respect for the human body as the Temple of the Holy Spirit.
- develop fine and gross motor skills.
- instill proper dietary habits.
- offer a well-planned physical education program that promotes lifelong health habits.

Academically, the school endeavors to:

- promote high academic standards by helping each student realize his full academic potential.
- provide each student with a course of study in the fundamental processes used in communicating: reading, writing, speaking, listening and mathematics.
- teach and encourage the use of good study skills.
- develop the student's ability to think critically, creatively, and constructively.
- motivate each student to be an independent and lifelong learner.
- encourage discussion on current events in the community, the nation, and the world.
- promote a desire in each student to fulfill the cultural mandate of captivating all areas of culture and nature for the honor of Christ.
- create an understanding and appreciation of various world cultures through cultural and social studies and the teaching of a foreign language.
- engender an appreciation of the fine arts through music classes, art instruction and humanities classes.
- train students in the use of computers to enhance core subjects and provide skills for word processing and creative expression.
- teach basic and advanced math facts, concepts and skills and to demonstrate life application for math.
- challenge students to study God's creation through science.
- provide classic children's literature for reading and discussion.
- encourage a love of reading and creative writing.
- promote the discipline of logical thinking and research.

## STATE APPROVAL AND ACCREDITATIONS

Salisbury Christian School is fully approved in kindergarten through twelfth grade by the Maryland State Department of Education. Such approval is based on the quality of facilities, curriculum, and teacher preparation. Our Pre-Kindergarten program meets the standards prescribed by the Maryland State Department of Education, Office of Child Care. SCS is a member of the Association of Christian Schools International (ACSI). SCS is dually accredited through the *Middle States Association of Colleges and Schools* and ACSI.

*Salisbury Christian School admits students of any race, color, and national or ethnic origin.*

# Admission Policies

Salisbury Christian School admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and in the administration of its educational policies, admission policies, and school-administered programs. Salisbury Christian does not discriminate on the basis of race, color, sex and national and ethnic origin in the recruitment of faculty and staff.

Attendance at SCS is a privilege and not a right. Each student should value positive attitudes toward spiritual things and the school. Additionally, each student should recognize the positive culture of the school as important for his/her own personal welfare as well as the welfare of classmates... "Live peaceably with all men." Romans 12:18. Students are asked to seek a spirit of humility, willingness to learn, obedience, self-discipline, kindness and love.

## REQUIREMENTS FOR ADMISSION

Salisbury Christian School desires to be a professional educational resource for Christian families in this region. Therefore, the following admission requirements have been established:

- At least one parent has a personal relationship with Jesus Christ as evidenced through a written testimony.
- Willingness and desire to follow Jesus.
- Willingness and desire by student to attend SCS.
- Completed application forms, signed by parent(s), including health records (current health inventory, shot record, lead screening for students under age six), references and registration/testing fees.
- Satisfactory scholastic and behavioral records from previous school.
- Satisfactory performance on a placement test administered by SCS teachers.
- Personal interview for parents and students by the Administration
- It is expected that pre-kindergarten students already be toilet trained

## POLICIES FOR ADMISSION

1. Applications for admission of new students will be received at any time during the year. The appropriate registration fee must be included with the application.
2. Kindergarten – 12<sup>th</sup> grade homeroom class size is 24 students. Pre-K classes are limited to 18 students due to Maryland State Department of Education (Office of Child Care) regulations.
3. Eligibility is based on Christian commitment (testimony and Church Reference), academic and social readiness, letters of reference, and space availability.
4. Eligible students will be considered for acceptance in the following order:
  - Staff member's children
  - Siblings of students already enrolled
  - New students / families
5. New students will be eligible for admission onto our waiting list after the requirements for admission have been completed. SCS will endeavor to admit an entire family at the earliest possible time.
6. Since specialists are needed to properly minister to children with special needs, and since we are unable to provide programs for them, we are unable to accept children: a) who have severe physical handicaps, b) who have severe learning or social difficulties, c) who are emotionally disturbed, and/or, d) who have a history of unruly or disruptive behavior.

## CONTINUING ENROLLMENT: RE-REGISTRATION PROCEDURES

1. To facilitate planning for the next school year, Salisbury Christian School holds a four week re-enrollment period. Once the re-enrollment period is over, no guarantee can be given for placement.
2. All current families that have no outstanding balance due are eligible to re-register for the coming year.
3. If a child is not eligible for re-enrollment, the parents will be notified by the principal before the end of the school year.
4. When re-registration forms are distributed to parents, these forms should be completed and returned with the registration fee. After this has been successfully completed, placement for next year is reserved. Parents who for some reason must withdraw their children after having re-registered them should notify the school as early as possible.
5. The Administration reserves the right to re-interview families prior to admission into first, sixth and ninth grade or under other circumstances it deems necessary.
6. **The registration fee and all other fees are not refundable. (Unused advance tuition deposits are refundable.)**

## RETURNING ADMISSION POLICY

If a family chooses to transfer their child/children from Salisbury Christian School to another school and then desires to return to SCS, the following requirements for re-admission are:

1. If a family has not been registered with SCS for one school year or less, please provide the following when requesting re-entry: Re-enrollment form and release of student records form(s). The parents will be asked to come for a meeting with the principal.
2. If a family has not been registered with SCS for more than one school year, the family will be asked to repeat the entire application process.

## AGE OF ELIGIBILITY

One of the factors used to determine eligibility for students entering pre-kindergarten, kindergarten, and first grade is the birth date of the child. Please refer to the following chart for the appropriate birth date deadline for your child. These dates are consistent with guidelines established by the state of Maryland. Our experience has shown that children in these age groups are generally more successful academically and socially when these guidelines are followed.

<b>Pre-Kindergarten 3</b>	Age 3 by September 1 of current school year
<b>Pre-Kindergarten 4</b>	Age 4 by September 1 of current school year
<b>Kindergarten</b>	Age 5 by September 1 of current school year
<b>First Grade</b>	Age 6 by September 1 of current school year

## HOME-SCHOOL ENROLLMENT POLICY

SCS offers partial enrollment to home-school students desiring specific courses. The purpose of this service is to aid home-school parents in the education of their children. The application process is the same as fully enrolled students with the following exception: SCS will not guarantee admittance into any course before August 15<sup>th</sup> of the school year in which the course is requested. The fee per course is 1/7 of the tuition. For a home-school student to participate in extra-curricular activities, the student must be enrolled in four courses. The re-enrollment fee is waived for home-school families who are enrolled in consecutive years.

# Financial Policies

## **TUITION PHILOSOPHY**

The Board of Governors prayerfully sets tuition annually using historical data, realistic projections and other relevant factors. As a non-profit organization, our goal is to balance the budget and fully fund an excellent academic program at the lowest possible cost and to be consistent with biblical concepts of good stewardship and responsibility to students, parents, staff and administration.

## **TUITION PAYMENT OPTIONS**

Parents may choose one of the following options for tuition payments:

1. Pay in full on June 1<sup>st</sup>. A 1% tuition discount applies if you choose this option. If you desire this option but you applied to SCS after June 1<sup>st</sup>, the 1% discount still applies. The full payment should be made at the time your first monthly payment is due.
2. Pay in 12 equal payments by bank draft on the 8<sup>th</sup> day of each month from June through May. The first two payments are non-refundable.

The Administration reserves the right to adapt an individual payment plan, as it deems necessary. Parents should communicate any unforeseen needs to the Business Manager at the earliest possible time.

## **FEES**

- Application Fee: Non-refundable \$150 per family and testing fee of \$25 per child (for K-12th grades)
- Re-Registration Fee: \$150 re-registration fee is to be paid at the time of re-registration. This fee is on a per family basis and is non-refundable. Re-registration will be available only to families with no current outstanding balance and to families that have a payment plan in place.
- Facilities Maintenance Fee: A yearly \$100 facilities maintenance fee is billed to every family in July. This fee is non-refundable.
- Other fees may apply: Athletic Fee (\$40 JV/MS, \$60 Varsity), Extended Care, 4<sup>th</sup> & 5<sup>th</sup> Grade Band Fee, Lunch Cost.

## **FINANCIAL ASSISTANCE**

SCS offers financial assistance, for tuition only, on a limited basis to students in kindergarten through twelfth grade. There is no financial aid for pre-kindergarten. The amount of financial assistance provided is based on the need of the primary person responsible for paying the tuition. The process of applying for financial aid is commenced with a meeting with SCS's business manager. The application process should be completed in entirety no later than April 15<sup>th</sup>. Applications processed after that deadline may not receive financial aid. After review of all relevant financial information including tax returns by an **outside source**, the Administration will make the final decision on the awarding of financial aid. Notification of amount awarded will be made before June 1<sup>st</sup>.

The school has limited funds to help families who desire Christian education. The school usually has more requests than funds available. SCS tries to provide for the most needy families. Parents wishing to share God's blessings with others may contribute to a fund for other families at any time.

## **TRANSFERRING FROM ANOTHER PRIVATE SCHOOL / DAY CARE**

If your child is coming to SCS from another private school or day care, SCS may call the previous school to check your payment history. If you have outstanding debt at that school, SCS will place your application on hold until that debt is fully paid. If your payment history shows that your monthly bill was paid late on numerous occasions, SCS may ask you to meet with the business manager before acceptance of your children.

## **EARLY WITHDRAWAL**

In the event it becomes necessary to withdraw a student from the school during the school year, **please notify the principal, registrar and business manager in writing**. Be advised that the first two months of tuition payments are non-refundable. Tuition payment for the month of withdrawal is prorated; however, any payments made in advance of the month of withdrawal (with the exception of the first two months) will be returned to you.

## **LATE PAYMENT**

- **10 Days:** A \$25 late payment fee is applied to the account if regular monthly payment is beyond the 10<sup>th</sup> of the month.
- **30 Days:** If account is in arrears beyond 30 days, RenWeb will be disabled and report cards will be held. RenWeb will be enabled upon payment of balance due. If an account owner is experiencing a financially challenging time, a meeting will be initiated by either the account owner or the Business Manager for the establishment of a viable payment plan.

## **DELINQUENT ACCOUNTS**

A sound and compassionate accounts receivable program is vital to the continual existence of SCS and is in alignment with biblical principles. In circumstances that require a payment plan, open communication between the account owner and the business manager is extremely important. Only in the absence of communication will the following procedures unfold:

- **Violation of Payment Plan:** If the payment plan is violated by the account owner, immediate communication from the account owner to the Business Manager is expected. Open communication is vitally important. If communication cannot be established and a new plan created, the student shall be withdrawn from SCS and the account will be considered "severely delinquent."
- **Severely Delinquent:** In the unfortunate event that a student is withdrawn due to violation of a payment plan, permanent school records will not be forwarded to another school until either all financial requirements have been met or a promissory note for the account balance is established and signed.
- **Collection:** If a promissory note is violated without communication from the account owner over a period of 60 days, the account may be forwarded to a collection agency. If an account is referred to a collection agency, all associated collection fees will be added to the delinquent account.

# Academic Policies

## ACADEMIC PROBATION

A student with lower than a 2.0 average or with more than one E in a marking period will be placed on academic probation for the next marking term. The probation will begin the first school day following the distribution of report cards. During this time, she/he will not be allowed to participate in any extra-curricular activities. Students may regain eligibility if their grades are improved at the issuing of mid-term progress reports. Failure to bring up the grades will result in an extension of the academic probation. Should academic probation occur for three marking terms, retention will be considered.

## ADVANCED PLACEMENT COURSES

**AP** Courses, designed by the College Board Company, are college level courses offered to qualifying students in our high school that are taught by SCS staff. A final test is taken in May and scored by the testing company. Scores of 3, 4 and 5 are accepted by most colleges for college credit. However, each college and University sets their own policies for accepting these courses.

Below are the Eligibility Criteria:

- ❖ 3.25 Overall GPA for grade just completed;
- ❖ “A” or “B” in “lead-in” courses. (Example: You had an “A” or “B” in English 11 if you plan to take AP English).
- ❖ Teacher Recommendation and Approval
- ❖ Students are responsible for the cost of the final test.

## ADVANCED (MIDDLE SCHOOL) & HONORS (SENIOR HIGH) PROGRAM

Students who have been identified as having the achievement background and desire to accept more academic challenges may be offered the opportunity to participate in an “Honors or Advanced Program” in some classes. This will involve work over and above the regular class work. An additional 1/2 credit will be added to the grade point average, (e.g.: A final grade of A will be averaged as a 4.5.)

## ATHLETIC PROGRAM

Full-time students in grades seven through twelve who are not on academic or behavioral probation will be offered the opportunity to participate in the SCS athletic program. An Athletic Handbook will be distributed to all student athletes.

Sports physical and release forms are required before tryouts and practice. Payment of the athletic fee (\$40.00 – middle school and junior varsity per sport) (\$60.00 – varsity per sport) is required before games begin.

Current athletic opportunities include: girls cross-country, soccer, volleyball, basketball, and softball; boys soccer, basketball, and baseball; coed cheerleading, coed golf, and coed track.

## BIBLE

SCS uses the New International Version of the Bible for all Bible memory verses and Bible class work.

## CLASSROOM ASSIGNMENT

Many factors are taken into consideration before final groupings are completed. Our administration and faculty pray fervently each year for God’s divine direction in the placement of your child. Please understand and accept that the final decision on classroom assignments rests with the administration.

## COMMUNITY SERVICE

In keeping with the philosophy and mission of SCS, ninety (90) hours of unpaid service in a **pre-approved** program is required of all graduates. Accumulation of these hours may begin at the completion of seventh grade. Credit will not be given for work done at school between the beginning and end of any school day. Documentation of all hours is required. **All hours above the required number will be recorded on transcript.** Many college scholarships are awarded on the basis of service hours. Please see the Course Selection Guide for service ideas and a sample documentation form.

## CREDIT BY EXAM

Credit awarded through the completion of a final exam can be applied when a student enters our high school from a high school that does not award credits equivalent to the 132 hour standard for credits used by Salisbury Christian School. Examples of this would be “paced programs” and home schooling or internet courses.

The following guidelines will be used to validate and grant the credit in this manner:

- ❖ The student must be able to show evidence of having previously taken the high school course, on which they will be tested, (e.g. transcript, report card, certificate of completion, etc.)
- ❖ The SCS teacher assigned to prepare the test will provide a brief description of what will be covered on the test. The teacher may provide a textbook, course outline, etc. The teacher will also assign a written project that will demonstrate overall understanding of the subject.
- ❖ The teacher may choose to interview the student, request to see products, (e.g. copy of research paper, copies of tests taken, etc.) or course outlines from the course taken by the student.
- ❖ The teacher will prepare a test that adequately covers the subject.
- ❖ A copy of the test, the final grade and teacher’s comments should be kept on file in the student’s permanent record.
- ❖ The time for completion of the Credit By Exam process is at the discretion of the teacher, but should take no longer than 4-6 weeks.

## COURSE SEQUENCES (High School)

To fulfill our goal to offer a comprehensive academic program, two suggested course sequences are available in High School. All 8<sup>th</sup> grade students (parents are encouraged to be a part of the meeting) shall schedule a meeting with the High School Guidance Counselor to discuss college planning and High School course sequence. Specifics regarding the course sequence are contained in the SCS Course Description Guide.

## CREDIT FROM MIDDLE SCHOOL PROGRAM

Subjects taken by 7th and 8th grade students from SCS that are traditionally high school subjects (e.g.: Algebra I, II; Spanish I) will receive high school credit when they enter grade 9. Students transferring into SCS will receive credit from middle school **only if** the school where the course was taken granted the credit.

## CURRICULUM

Students need to be balanced spiritually, intellectually, socially, and physically. For these reasons, we seek to integrate the Bible and God throughout the entire curriculum. The curriculum is selected through a process by the faculty and administration, and is reviewed periodically to ensure its effectiveness in the education process in order to enhance the quality of academics offered at SCS.

## DROP PROCEDURES (Upper School)

Students may drop a class only during the first two weeks of the semester. Students who withdraw from a class after the allotted time has passed will receive a "Withdrawn Failing" for the course. This failing grade will be used when determining eligibility for extracurricular activities. The only exception will be if a class change is advised by a teacher, the guidance counselor and/or the Upper School Principal.

## FIELD TRIPS

First-hand experiences enhance the learning process. For each field trip, every child must have a school approved permission slip signed by a parent or legal guardian. Field trip expenses are not covered by tuition. Insufficient parent assistance in chaperoning may cause the trip for the students to be cancelled. Siblings are not permitted on field trips.

## EXTENDED CAMPUS POLICY

The following are requirements for early departure from SCS for a college course or a career opportunity:

- ❖ The student and parents are responsible for submitting to the Principal a written proposal for attending an off campus course by June 1 of the preceding year.
- ❖ A parent conference with the Upper School Principal is required to assess the merits of the proposal.
- ❖ The student must be of good academic standing. The student must have:
  - An overall GPA of 3.0;
  - No failing grades;
  - An "A" in the subject area proposed;
  - A minimum of 4 scheduled courses at SCS including Bible and English.
- ❖ SCS will not adjust our academic schedule to meet any college or career schedules.
- ❖ Students should consider all academic possibilities offered by SCS before we will consider off campus course proposals.
- ❖ The student must be making satisfactory progress on their literature and service requirements.
- ❖ There will be no tuition discounts for students not taking a full course load at SCS.
- ❖ Grades for off campus courses will not count toward SCS transcript GPA credits. However, completion of college courses will be noted on the high school transcript.
- ❖ Students must notify the office of any changes in their schedule.
- ❖ Dual enrollment with Wor-Wic Community College is available for qualified students.

## GRADUATION REQUIREMENTS

In order to graduate from SCS students must:

- ❖ Have the necessary number of credits (22 plus up to 3 Bible credits)
- ❖ Fulfill the Community Service Requirement consisting of ninety (90) hours of documented volunteer or missions work
- ❖ Finish the required reading from the Literature in Action Program and turn in the accompanying reports
- ❖ Complete their Senior Essay

**PLEASE NOTE:** Students who fail a course may participate in the commencement ceremony if they have made arrangements to complete the required credits before the beginning of the next school year. The Upper School Principal must verify these arrangements prior to the commencement ceremony.

## GUIDANCE COUNSELOR SERVICES

Our guidance program helps students assess their strengths and weaknesses educationally, socially, emotionally, and spiritually. The counselors also work with the Upper School Principal to ensure sound high school course selections and post-graduation plans for each student. Assistance with career information, the college search, application process, scholarship opportunities, and financial aid information are a major focus in the junior and senior year. Parents are encouraged to participate with their child in all areas of the guidance program. Telephone calls and conferences by appointment are welcome.

Work permits for students 14 - 17 years of age may be obtained from the Guidance department.

## HOMEWORK

Quality homework assignments increase student's academic achievement. Therefore, homework is an integral tool used by teachers in the educational process. Consequently, parental support for the value and completion of homework is essential for the student's academic success.

Salisbury Christian School defines homework as the out-of-class tasks that a student is assigned as an extension of classroom work. There are three purposes for homework: (1) to reinforce newly acquired skills or knowledge through practice, (2) to prepare students for in-class activities, and (3) to extend and apply a student's skill and knowledge through cumulative types of assignments. Further, cross-curricular assignments provide an integrative approach to learning and therefore will be encouraged among our faculty.

SCS does not promote any set time standard or quantity for homework due to the fact that there are too many factors beyond our control. Some of the factors include the individual student's academic ability, the student's own time management, the extent of parental involvement, and the overall home environment in which student does his or her homework. However, the SCS faculty will seek to be sensitive to the amount of homework on certain nights of the school year including: PTF meeting nights, all school program event nights, and the week of standardized testing.

## HONORS & AWARDS

An "Academic Achiever List" for the Upper School will be posted each marking period to encourage and reward academically excelling students. Three categories will be used:

- ❖ Summa Cum Laude- All A's or their equivalent
- ❖ Magna Cum Laude- 90% average with no D's or E's
- ❖ Cum Laude- 85-90% average with no D's or E's

## INDEPENDENT STUDY FOR HIGH SCHOOL CREDIT

### A. Principal or Counselor Initiated

Occasionally a student's schedule does not provide a space for a required course. When this occurs, an Independent Study Program can be arranged for grades 9-12. The student accepts the responsibility of working through a pre-planned and approved body of work with the goal of receiving high school credit for the work. A monitoring teacher will be assigned for periodic checkpoints, accepting and grading work done, support and encouragement and determining a final evaluation and grade.

*\*The Principal must approve the Independent Study Program prior to beginning.*

*\*\*This is a program for highly motivated, self-disciplined and serious students who can work well independently.*

## B. Student Initiated

Steps to establish an Independent Study Program- The student will:

- 1) Contact the Principal for permission to submit a proposal.
- 2) Prepare with the help of the monitoring teacher, a proposal consisting of the following:
  - a) A clearly written statement of the course area, topic or problem he/she intends to study;
  - b) A detailed outline of the course work to be done;
  - c) The name of the textbook and other teaching materials to be used. Include related reading, interviews, field trips, computer research, conferences attended, etc.
- 3) Prepare a statement of what you hope to learn from this study.
- 4) Set up a conference with the Principal, Counselor, Monitoring teacher and parent. Discuss your proposal and establish a time-line and other guidelines. Establish how the course will be monitored, evaluated and graded. Establish the minimum amount of time the student must spend on the program and a way to log "time spent".

**Reminder:** This is a student-initiated project. The time-line must be followed. **The teacher monitor will not be responsible for the student's follow-through on this proposal.**

## **LITERATURE IN ACTION (SUMMER READING PROGRAM)**

This graduation requirement is met by reading and submitting a book report on books from an approved reading list (for each year, one is prescribed, the other two are chosen by the student). Beginning in 8<sup>th</sup> grade, students are required to read 3 books for each year they attend SCS. Therefore, students entering 8<sup>th</sup> grade must read 15 books, students entering SCS in 9<sup>th</sup> grade will be required to read 12 books, students entering SCS in 10<sup>th</sup> grade are required to read 9, etc. Refer to the Course Description Guide for more information and the book list.

## **MAKE-UP WORK**

It is the student's responsibility to obtain all make-up work immediately upon return to school. Students who are absent (for any reason) will be required to make up work missed in each subject. For lawful absences, full credit will be granted when the work is turned in according to the number of days missed. For example, if the student misses two days, then the work must be turned in within two school days. Make-up work turned in beyond the stated deadline will be graded according to the teacher's late work policy as communicated at the beginning of the school year. When tests or exams are missed due to an absence, the teacher will reschedule the make-up test at his/her discretion. For extreme cases of prolonged absence, due dates for make-up work may be extended. However, in these cases, the teacher will grant an extension only after consultation with the Principal.

For family trips, the teachers may not be able to give assignments to the student prior to his or her leaving. The same time requirements will apply. Many assignments are of such nature that they cannot be made up. Parents should consider this when planning trips.

## **NATIONAL HONOR SOCIETIES**

SCS is a member of the National Honor Society. 10<sup>th</sup>-12<sup>th</sup> grade students who qualify will be invited to become members. Membership is an honor that is based on the following criteria: outstanding scholarship, character, leadership, service, and citizenship. Membership into the Junior National Honor Society is also offered to qualifying 7<sup>th</sup>-9<sup>th</sup> graders. Eligibility requirements and other pertinent information for both Chapters are contained in the Chapter bylaws. A copy of the bylaws are available upon request from the Upper school principal.

## **MIDDLE & HIGH SCHOOL EXAMS**

High school exams are cumulative and count 20% of the semester grade. The middle school exams are averaged into the quarter grade. The middle school teachers will use the first part of each exam time (30-45 minutes) for review. 8<sup>th</sup> grade students taking high school classes will have cumulative exams. Students taking High School exams who have received an "A" average for the entire school year (half year in single semester classes) will be exempt from taking finals in the class in which they have earned their "A."

Reminders:

- ❖ Students are excused from school if their class does not have an exam. However, if they are on campus, they must be in their scheduled classroom.
- ❖ It is important for all students to be on time and in prescribed wear for all exams. The doors to each room will be shut when the bell rings. Tardy students and those out of dress code will have to take a make-up exam at a later date.
- ❖ Students must remain in their rooms the entire test period. Students are encouraged to bring a book to read or study materials for another subject in the event that they finish early.
- ❖ Students will not be excused from exams without prior permission from the Administration. Please do not schedule family trips during exam week. Students who are ill should have a note from a doctor.

## **PARENT – TEACHER CONFERENCES**

One of the strengths in the total education of a student is the close cooperation between school and home. Parents are always welcome to call or email a teacher when necessary; however, parents who would like a conference with a teacher are asked to make arrangements in advance. During school hours, teachers need full attention directed toward their students and therefore the administration requests that parents do not drop by class during school hours with the sole purpose of talking with the teacher. Also, please do not call the teacher at home for homework assignments or conferences.

## **PROGRESS REPORTS**

Halfway between the marking periods, midterm reports are emailed to all students in grades two through twelve. This report will be issued to inform parents of the student's progress.

## **REPORT CARDS**

Report cards will be issued four times a year. The report card envelope must be signed by a parent and returned the next school day, except in June.

Kindergarten & First grade will receive the following:

- O Outstanding— Has mastered the skills taught or is working beyond grade level expectations.
- S Satisfactory – Student is working to capacity or meeting grade level expectations.
- P Showing Progress – Student has shown improvement since last report or conference.
- N Need to improve – Student is not working to capacity nor meeting grade level expectations.

## REPORT CARDS (continued)

Second– Twelfth Grade will receive the following:

*(Percentage grades are used for the Middle & High School students.)*

*Grade A – Superior (95-100% = A+) (90-94%= A)*

1. Scholarship- Strong, exceeding requirement of instructor.
2. Initiative – Contributions exceeding the assignment, showing independent resourcefulness.
3. Attitude – Positive benefit to class
4. Cooperation – Forwarding all group activities, constant and spontaneous.
5. Individual Improvement – Marked and growing.

*Grade B – Good/Above Average 80-89%*

1. Scholarship – Accurate and complete, meeting all requirements of instruction.
2. Initiative – Good when stimulated by some desirable achievement.
3. Attitude – Proper and beneficial to group.
4. Cooperation – Good in-group work.
5. Individual Improvement – Showing marks of progress.

*Grade C – Average 70-79%*

7. Scholarship- barely meeting assignments and showing evidence of need for encouragement.
8. Initiative – Uncertain and apparent only at times.
9. Attitude – Generally neutral but not objectionable.
10. Cooperation - Adequate
11. Individual Improvement – Very ordinary, definite marks lacking.

*Grade D – Below average, Yet Passing 65-69%*

3. Scholarship – Not meeting all assignments and requirements of the instructor.
4. Initiative – Lacking
5. Attitude – Indifferent
6. Cooperation – Just fair at times and lacking at other times.
7. Individual Improvement – Not noticeable

*Grade E – Failing (Below 65%)*

*Grade I – Incomplete*

All work must be completed within one week of the issuing of the report card or missing work will be recorded as a zero.

## RETENTION

It may be the recommendation of the student's teacher that a child repeat a grade level in pre-kindergarten through 8<sup>th</sup> grade. Being retained does not imply failure, nor is it a punishment of any kind. Since it is the goal of every Christian to be made complete in the image of Christ, sometimes it must be determined whether or not being held back will be beneficial in attaining that goal. The teacher and administration will request the parent to meet to pray and discuss concerns and ideas that could help the student to make necessary changes. These conferences will be held between February and the end of school. Though the process is collaborative in nature, the final decision for retention will be made by the Principal. In grades 9-12, retention occurs on an individual course basis. If a student fails a class, he/she must take it over the summer or repeat the class in the subsequent year.

## SENIOR ESSAY

This graduation requirement will be administered through the English Department. The purpose of this essay is to assess the student's communication skills and their ability to articulate a personal belief system.

## TEXTBOOK CARE

Students are expected to properly care for textbooks that are issued to them. All textbooks are to be covered. Book Sox are prohibited due to the structural damage that they cause to the textbook. If a textbook becomes damaged through proper use, SCS will repair the textbook at no charge through the end of the third marking term. Damaged books turned in after this time will be assessed a \$5 repair fee. If a textbook is damaged beyond repair, parents will be assessed the replacement cost.

## VALEDICTORIAN AND SALUTATORIAN CLASS RANK POLICY

In order to qualify for consideration for SCS Valedictorian or Salutatorian:

- ❖ A student must be enrolled at SCS for their 11<sup>th</sup> and 12<sup>th</sup> grade years.
- ❖ All students transferring to SCS during their 9<sup>th</sup> through 12<sup>th</sup> grade academic years must come from a traditional educational setting.
- ❖ Qualifying students must have completed 16 credits in major subjects upon graduation. These subjects being English, Social Science, Math, Foreign Language and Science.

In order to receive class ranking from SCS:

- ❖ A student must have attended a traditional school setting for all of their 9<sup>th</sup> through 12<sup>th</sup> grade year.
- ❖ SCS cannot produce a class ranking for students transferring to SCS during their 9<sup>th</sup> through 12<sup>th</sup> grade academic years with transcripts that are from a non-traditional educational setting. (Example: Home-school, Paced Program)
- ❖ Class rankings will only be released upon request by a college or university.

*Proverbs 2:10-11*

*For wisdom will enter your heart,  
and knowledge will be pleasant to  
your soul.*

*Discretion will protect you, and  
understanding will guard you.*

*Colossians 3:23*

*Whatever you do, do your work  
heartily, as for the Lord rather than  
for men,*

# Attendance & Tardy Policies

Regular and punctual school attendance is one of the most critical factors in your child's progress. Daily punctuality is necessary to avoid classroom disruption, maximize student learning, and is a basic principle of responsibility and common courtesy. Students coming and going throughout the day take away from teaching time and often interrupt the focus of the students in the classroom. This policy's goal is to inspire daily attendance and punctuality, instilling these values as a valuable life skill for our children.

## GENERAL PROCEDURES

- The teacher will record the student's absence as unlawful, by default. It will remain as unlawful in the attendance record until a parent/guardian brings a valid note into the school office. Failure to send the note within three school days after the student's return to class/school will result in a permanent unlawful absence.
- A student may not participate in any SCS activity (sports practices, games, musical performances, school dances, etc.) on the day of any unlawful absence, suspension, in-school suspension, or an absence due to illness. Other lawful absences will be evaluated on an individual basis by the administration.
- Parents should not send a sick child to school. Children should not return to school unless they have been free of fever (without the aid of medicine), vomiting, and/or diarrhea for at least 24 hours. If a child becomes ill during the day, the parent will be notified to come to school to pick up their child.
- The State of Maryland requires students entering any school within the state to have a certification of Immunization appropriate to the child's age. Failing to meet these requirements means that the student may not attend school.
- Upper School Students who arrive between 8:00 – 8:15AM with a note from a parent or doctor's office must report to the front desk. All other tardy students must report to first period and will receive an unlawful tardy. All students arriving after 8:15AM must sign in at the office.
- Early Dismissal: A student should never leave school without signing out at the front office. Any student needing to leave before the end of the school day should bring a signed note from a parent/legal guardian indicating the time of the dismissal and who will pick up the student. The parent or the person designated to pick up the child will sign the student out in the office. Student drivers can only sign themselves out with proper documentation. All work missed is to be made up.
- Upper school students with 6 or less period absences will earn Perfect Attendance for the year.

**Special Note: COMAR stands for "Code of Maryland Regulations"**

## HABITUAL TRUANCY

Per COMAR 13A.08.01.05B.(6)(c) & 13A.08.01.04C: A student is an habitual truant if the student is unlawfully absent from school for a number of days or portion of days in excess of 20 percent of the school days within any marking period, semester, or year. In this case, an SCS administrator will commence a referral process to Wicomico County Pupil Services for the case management of this chronic attendance issue.

## LAWFUL ABSENCE (COMAR 13A.08.01.03)

For any absence to be considered "lawful," proper documentation is required within three school days of the return to school (with the exceptions as noted).

- 1) Death in the immediate family. SCS will determine what relationships constitute the immediate family.
- 2) Illness of the student. Parents may certify up to ten (10) student absences due to illness. All daily absences for student illness beyond the ten (10) must be certified with a physician's certificate. Parents shall send a note to school when absences occur that are not supported by a medical note. Absences due to illness beyond ten (10) that are not certified with a physician's certificate shall be unlawful.
- 3) Court Summons
- 4) Hazardous weather conditions. Hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school.
- 5) High school students have up to three (3) days per school year for documented college, vocational and /or military visitations.
- 6) State emergency
- 7) Suspension
- 8) Other emergency or set of circumstances which, in the judgment of the administration, constitutes a good and sufficient cause for absence from school.

## UNLAWFUL ABSENCE

- 1) An absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed to be unlawful and may constitute truancy. (COMAR 13A.08.01.04)
- 2) An unlawful tardy that exceeds 15 minutes of an individual class shall result in an unlawful absence for the class period.
- 3) Any absence without proper documentation.

## CONSEQUENCE FOR UNLAWFUL ABSENCE

- Eight (8) unlawful absences will result in e-mail notification to a parent/legal guardian.
- Ten (10) unlawful absences will result in a parent conference with the Dean of Students.
- Twelve (12) unlawful absences:
  - Non-credit class—may result in the necessity of the student repeating the same grade and or class
  - Credit class—shall result in no credit granted for the individual class

## PRE-PLANNED TRIPS

If a pre-planned trip is necessary while school is in session, **please submit written notification to the office at least two weeks prior to the scheduled trip.** In general, these trips will be considered lawful absences. Please refer to the stated attendance policies and the make-up work policy (page 7) when planning your trip. A maximum of ten (10) school days will be allowed for family, church, para-church ministry trips during one school year.

## ATTENDANCE DEFINITIONS

### Lower School

If a student is present in school less than 100 minutes, the student will be considered absent for the day.

If a student is present between 101-200 minutes, the student will be considered absent for ½ day.

If a student is present more than 200 minutes, the student will be considered present all day.

### Upper School

If a student is present less than four periods, the student will be considered absent for the day.

### **LOWER SCHOOL TARDY POLICY**

Parents are responsible for their child's prompt arrival to school. A student is defined as tardy to school if he/she is not in the classroom at the 8:15 bell. Students arriving after 8:15 AM must report to the front desk for a pass to class. Please be mindful that tardies (lawful and unlawful) are recorded on your child's report card and placed in their permanent record file.

The following consequences have been established to encourage punctuality:

- 3rd unlawful tardy per marking term: email notification from the administration
- 5th unlawful tardy per marking term: lunch/recess detention
- 7th unlawful tardy per marking term: Parent-Teacher conference (K-2nd grade) / Saturday School (3rd-5th grade)
- 9th unlawful tardy per marking term: Parent conference with administrator

### **UPPER SCHOOL TARDY POLICY**

A student is defined as tardy to class if he/she is not in the classroom when the bell rings.

The following consequences have been established to encourage punctuality:

- 3rd unlawful tardy per marking term: email notification from the administration
- 5th unlawful tardy per marking term: lunch detention
- 7th unlawful tardy per marking term: Saturday School (7:00-9:30)
- 9th unlawful tardy per marking term: administrator, parent, and student will conference to discuss and plan a strategy to eliminate tardies

### **LAWFUL TARDY**

A lawful tardy is defined as having a physician's note, home emergency or inclement weather (fog, ice, snow) as determined by the administration. With proper documentation, a maximum of three *parent-discretion* tardies to school (per year) will be considered as lawful.

## **School Culture / Discipline Policies & Procedures**

### **BIBLICAL GUIDELINES**

Although discipline is not always pleasant, it is an essential aspect of godly education (Hebrews 12:11). The ultimate goal of discipline is not punitive. Rather, the goal of discipline is reconciliation that leads to godly living. SCS endeavors to provide clear and consistent guidelines and consequences and expects students to apply the following biblical guidelines to their lives.

- Hebrews 12:11 For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it. (ESV)*
- Proverbs 10:17 He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.*
- Proverbs 12:1 Whoever loves discipline loves knowledge, but he who hates correction is stupid.*
- Proverbs 13:13 He who scorns instruction will pay for it, but he who respects a command is rewarded.*
- Proverbs 15:10 Stern discipline awaits him who leaves the path; he who hates correction will die.*
- Proverbs 15:32 He who ignores discipline despises himself, but whoever heeds correction gains understanding.*
- Proverbs 16:28 A perverse man stirs up dissension, and a gossip separates close friends.*

### **SCHOOL CULTURE**

Students will profit and find satisfaction from school life by adopting a positive attitude and by following the rules designed to provide safety, order, and a productive educational atmosphere.

### **Honor Code**

Students are expected to uphold honor and integrity by not allowing wrong behavior to occur in their own lives, and in those around them. Students are expected to follow Matthew 18 in all interpersonal problem areas. Students are expected to humbly submit to God and voluntarily seek counsel from others in leadership if they have personal problems. If a student is involved in and/or witnesses any behavior contrary to the standards set forth in the handbook, he/she is to report it to the administration as soon as possible. If a student chooses to withhold any information, then he/she is running the risk for being disciplined by the school for withholding truth.

### **Behavior Outside of SCS**

Students accepted to SCS are expected to forego specific behaviors and attitudes identified as fundamentally against the culture of the school and a relationship in Christ. Students are expected to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their life. Depending upon the severity, certain violations outside of school may be dealt with through the school's discipline system. Those students choosing behaviors contrary to the school culture and Christ-likeness are telling us by their behavior that they are no longer desirous of attending Salisbury Christian School.

### **Cell Phones / Personal Musical Devices / Electronic Devices**

Whereas these types of devices have become pervasive in today's society (especially our youth culture), the administration is compelled to limit their use in our school. To ban these devices is unrealistic. However, the use of such items during the school day unnecessarily places our students in potentially compromising situations. Therefore,

*Proverbs 6:7  
The fear of the LORD is the beginning of  
knowledge, but fools despise wisdom and  
discipline.*

*Proverbs 22:4  
The reward of humility and the fear of  
the Lord are riches, honor and life.*

the administration is banning their use (not possession), barring administrative authorization, between the hours of **8:00 AM and 3:00 PM (US) / 3:30 PM (LS)**. If students choose to bring these items to school, the items shall be powered off between the hours of 8:00 and 3:00/3:30. Failure to comply with this policy shall result in a confiscation of the item. A parent can pick up the device at the end of the school day of which it was confiscated; further, the student can pick up the device at the end of the following school day. Evidence of use of any cell phone during the school day is a violation and shall result in a consequence (see Disciplinary Offense G.10). All external communication to students during the school day must go through the main office.

## EXPECTATIONS & RESPONSIBILITIES

### Students:

1. To respect authority and obey the school rules
2. To show respect and consideration for the personal and property rights of others
3. To demonstrate effective work/study habits, putting forth the best academic effort
4. To model and encourage peers to follow SCS's *Discipline Policies and Procedures*

### Parents/Guardians:

1. To respond to communication from school and to initiate such communication if needed
2. To prepare the student to assume a positive attitude in the school environment including respecting the rights of others and the authority of teachers and administrators
3. To support the teacher and administration in matters of discipline
4. To understand and support SCS's *Discipline Policies and Procedures*

### Teachers/Administrators:

1. To inform parents/guardians adequately in matters related to student conduct
2. To enforce standards consistently for all students
3. To assume responsibility for discipline through the use of various techniques such as conferences, contacts with parents and other disciplinary techniques agreed upon by the administration
4. To shepherd the heart of each student, teaching correct behavior, and aiding in reconciliation
5. To faithfully execute SCS's *Discipline Policies and Procedures*

## CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

The administration has the authority to apply the discipline code based upon the severity of the infraction, the prior disciplinary record, and the age of the student. Other optional consequences of misbehavior may include in-school suspension, community service, lunch detention, parent conferencing, alternative schooling, and expulsion. Any criminal violation of the law will be referred to the appropriate law enforcement agency.

At the request of the principal, the headmaster may suspend a student for more than the maximum number of days or expel him/her.

Below is a listing of violations and the recommended range of actions the administration may enforce for infractions for disciplinary offenses. Students who are suspended may not participate in extracurricular activities for the duration of the suspension. *Extracurricular activities* include all activities that occur beyond the normal school day that are sponsored and/or sanctioned by SCS. Such activities include but are not limited to athletics, music, club and social gatherings, dances, banquets, proms, and other activities beyond the regular schedule of classes during the normal school day.

### Key:

VW = Verbal Warning    SS = Saturday School    EXP = Expulsion  
 LD= Lunch Detention    LP = Loss of Privilege    CS = Community Service  
 1,2,3,4,5,10 = Days Suspended    IC = Item Confiscated  
 IIS = Immediate & Indefinite Suspension    EN= Email Notification

	<b>Disciplinary Offense</b>	<b>Min</b>	<b>*Max</b>
<b>A.</b>	<b>VIOLATIONS AGAINST PERSONS</b>		
.01	Fighting	2	5
.02	Harassment (Physical / Emotional)	2	5
.03	Inappropriate, Disobedient, or Disruptive Behavior	VW	5
.04	Disrespectful Behavior	VW	5
.05	Inciting Violence	IIS	10
<b>B.</b>	<b>VIOLATIONS AGAINST PROPERTY**</b>		
.01	Graffiti	CS	5
.02	Theft	1	5
.03	Willful Damage to Other's Property	CS	5
<b>C.</b>	<b>VIOLATIONS AGAINST PUBLIC DECENCY</b>		
.01	Public Display of Affection	VW	5
.02	Profanity	SS	5
.03	Obscenity	1	5
.04	Sexual Activity	IIS	10
.05	Sexual Harassment	IIS	10
<b>D.</b>	<b>VIOLATIONS AGAINST PUBLIC HEALTH &amp; SAFETY</b>		
.01	Alcohol / Controlled Dangerous Substance	IIS	EXP
.02	Tobacco / Smoking	3	5
.03	Explosive Devices	IIS	EXP
.04	False Fire Alarm / Bomb Threat	IIS	5
.05	Open Flame	3	5
.06	Weapon Possession	IC	EXP
.07	Weapon Use	IIS	EXP
<b>E.</b>	<b>VIOLATIONS AGAINST TRAFFIC REGULATIONS</b>		
.01	Parking Violations	VW	LP
.02	Reckless Driving	LP	5
.03	Other	VW	10
<b>F.</b>	<b>VIOLATIONS AGAINST TELECOMMUNICATIONS</b>		
.01	Degrading or Disrupting Network Performance	LP	5
.02	Unauthorized Network Access	5	5
.03	Unauthorized Use of Teacher Faculty / Staff Computer	SS	5
.04	Accessing Pornography	IIS	5
.05	Personal Gain / Illegal Activity	2	5
<b>G.</b>	<b>VIOLATIONS AGAINST ADMIN. PROCEDURE</b>		
.01	Academic Dishonesty	SS	5
.02	Cutting Class	1	5
.03	Defiance of Authority	IIS	5
.04	Food / Drink in Unauthorized Area	VW	5
.05	Forgery	2	5
.06	Illegal Presence in Off-Limits Area	VW	5
.07	Leaving Campus without Permission / Truancy	1	5
.08	Lying	VW	3
.09	Possession of Item(s) that Interfere with School Activity	IC	5
.10	Violation of Cell phone / musical device / electronic device policy	IC	3
.11	Running in Halls	VW	5
.12	Students in Corridors at Unauthorized Times	VW	5
.13	Violation of Suspension	1	5
.14	Dress Code	VW	3
.15	Excessive Tardies	EN	2
<b>H.01</b>	<b>OTHER</b>	VW	EXP

\*Max = Unless additional consequences are deemed necessary

## **VIOLATIONS AGAINST PROPERTY\*\***

Students shall be responsible for all damages incurred, including: (1) cleaning, (2) repairing, or (3) replacing items. In the event that professional cleaning or repair is necessary, the student is held financially liable.

## **CLARIFICATION ON SPECIFIC COURSE OF ACTIONS**

### ***Lunch Detention***

Lunch Detention will be a part of the consequences for some infractions. The students will show up on time to the room designated for lunch detention. They will sit and eat their food silently (Upper school students only). At the conclusion of the lunch detention, students will clean up their eating area and dispose of the trash properly.

### ***Saturday School***

Saturday School will be a part of the consequences for infractions of 3<sup>rd</sup>–12<sup>th</sup> graders. The students are required to be at school from 7:00 to 9:30 or 7:00 to noon depending upon the severity and frequency of the infraction. The fee for all Saturday Schools is \$10 and is required to be paid on the day the Saturday School is served. Students must arrive on time and in school uniform. A student serving a Saturday School shall write and submit a one page reflection essay on what he/she did, why it was wrong, and what behaviors and attitudes the student will exhibit to correct future problems of this nature. This assignment must be respectful towards students and employees of SCS. Failure to comply with attendance, fee or writing assignment will result in further consequences.

### ***Parent Conference w/ Administrator / Behavioral Probation & Contract***

An administrator will call for a parent conference. The parent conference may include discussion of a behavioral probationary period and/or a behavioral contract.

Behavioral probation can occur at any time but will most often occur for developing patterns of inappropriate behavior or disciplinary offenses. If warranted, a Behavioral Contract will be written with very clear consequences. It will be signed by all who are present. Failure to modify and improve his/her behavior in the next nine weeks could result in possible expulsion.

### ***Out of School Suspension***

All missed class work & assignments must be turned in on the day the student returns to school (exceptions- worksheets not accessible to students while suspended). Makeup work turned in beyond the deadline will be graded according to the teacher's late work policy.

### ***In School Suspension***

Work given to a student by the teacher on the day of the suspension shall be turned in at the end of the school day.

### ***Indefinite & Immediate Suspension / Expulsion***

Indefinite and immediate suspension will be issued when warranted. These situations will be evaluated on a case-by-case basis. An indefinite suspension will give the administration time to determine the appropriate course of action. In some cases, when circumstances warrant, an indefinite suspension may result in expulsion. Expulsion may occur if repeated suspensions do not produce a change in the student's behavior or attitude. Case-by-case stipulations may be written for students desiring to return to Salisbury Christian School. Parents must provide verification proving that the stipulations were adhered to that meet the approval of the administration before the student will be allowed to return to SCS. Admission policies must be followed.

## **HARASSMENT POLICY**

SCS prohibits harassment in school, at school-sponsored functions, or any other school-related gatherings.

Sexual harassment is defined as requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not so subtle behaviors including, but not limited to the following: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; insulting or obscene comments or gestures; and other physical, verbal, or visual conduct of a sexual nature.

Harassment of any nature is strictly prohibited. Other types of harassment include, but are not limited to: slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes and display or circulation around school of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including email and web-based forms of communication).

SCS encourages students to report incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Students-- if you believe that you are being subjected to harassing conduct, you are encouraged to advise the offender that his or her behavior is unwelcome and request that the behavior stop and/or report the incident to the administration. Early reporting and intervention should prove to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, SCS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

Reports and allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the process to the extent consistent with adequate investigation and appropriate corrective action. Anyone found to be engaging in sexual or other harassment will be subject to disciplinary action up to including suspension, indefinite and immediate suspension, and/or expulsion.

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## **Operational Policies & Procedures**

### **BIRTHDAY PARTIES (Lower School)**

Students celebrating birthdays during the year are permitted to bring cupcakes or other similar items to school to share. We require all classmates be included in any celebration taking place during the day. If invitations are to be handed out to a private party, we require all students receive the invitation or they must be delivered outside of school.

### **BOOK & MEDIA SELECTION**

The essence of all that is done at Salisbury Christian School is summed up in Our Foundational Scripture (Colossians 1:18), our Mission Statement, our Purpose, and our Statement of Faith. It is upon these foundational principles that we base our approach to selection of materials to offer to our students. Because of the vast quantity and

varying quality of media resources (including books, videos, CD-ROMs, DVDs, Internet resources and other online materials), it is imperative that we interpret our mission and vision in a way that reflects the character of our God and His creation, honestly confront the needs of our students and their world, and instills in the students a thirst for truth and righteousness.

A biblical worldview asserts that:

- God is eternal, loving omnipotent (all-powerful), triune, and creator
- Jesus Christ is our hope, our Savior, God incarnate
- the Holy Spirit works in the world today
- the Bible is the final authority, against which we measure all things
- until the return of Jesus, we must confront and fight spiritual battles
- God's creation is one of beauty and enjoyment
- people are God's workmanship, created for His glory and companionship

While it is unrealistic to solely use materials written by individuals who hold to a biblical worldview, it is important to assess the author's (and sometimes, publisher's) worldview. Our students must be trained to "be as shrewd as snakes and as innocent as doves." (Matthew 10:16b)

## CHILD ABUSE REPORTING

The state of Maryland requires childcare providers and teachers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

## CLOTHING IDENTIFICATION

Please mark all outer clothing, lunch boxes, and book bags.

## CONFLICT RESOLUTION

*"If your brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses." Matthew 18:15-16*

All matters must be dealt with according to Matthew 18:15-16 stated above. If a situation arises between you and another parent, a teacher, or a staff member, you must first attempt to resolve it with that person before going to the administration. Talking to others before attempting to resolve the issue with the person can cause unnecessary divisiveness and disunity. If it is not resolved after that, please schedule an appointment to meet with an administrator as soon as possible.

## COURT ORDERS

Salisbury Christian School MUST have on file all current court orders relating to custody, visitation, and/or parental rights regarding SCS students. Both parents, regardless of who the custodial parent is, retain the right, by law, to access their child's/children's school records information on student attendance & academic achievement. (See section titled Cumulative Files in this handbook.) Proper identification must be presented before accessing the student's records to protect the Right to Privacy laws of this state. If a request for information is made via telephone, and SCS staff can not verify the identity of the caller as the parent he or she claims to be then a written request for information including verification of identification (copy of current driver's license and social security card) will be requested by the school before releasing any and all information. A written request of this nature can be either mailed or faxed to the school office. If a parent wishes to access the information in person, he or she should notify the school office at least one day in advance

and an appointment will be scheduled for perusal of the student's records.

For the welfare of our students, please understand that all personnel and policies of SCS must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will SCS or its members provide supporting information requested by either parent or their attorneys to be used in custody to enhance or detract from either party's claim unless subpoenaed by the courts. SCS will also not act as a liaison between parents and their children for the purpose of sidestepping court orders. This includes, but is not limited to delivering telephone messages, notes, or cards, etc. Our school's responsibility is to maintain an appropriate, stable learning environment at all times, under all circumstances for the students entrusted to us without taking sides and thus jeopardizing the intentions and integrity of our purpose.

## CUMULATIVE FILES

Parents or guardians (with joint or full legal custody) of currently enrolled or former pupils have the right to see any and all pupil records which are related to their children only.

The editing or withholding of such records is strictly prohibited. Therefore, the parent or guardian (with joint or full legal custody) should please notify the office one-day in advance and the office will pull the cumulative file and have the parent review the contents with an administrator or designated office personnel. Any questions concerning these records should be directed to the administrator.

Please refer to the section on COURT ORDERS, of this handbook, for additional information.

## EARLY STUDENT PICK-UP

A student should never leave school without permission. Any student needing to leave before the end of the school day should bring a signed note from the parent indicating the time of the dismissal and who is to be picking up the student. The parent or the person designated to pick up the child must come to the office and sign the student out. While doing so the office staff will call the student to the office. This avoids any disruptions to the classroom.

Students will be released only to authorized individuals. Authorized individuals are indicated on the Emergency Form. If someone else not indicated on the Emergency Form needs to pick up your child, notification to the school must be made. A parent should not take a child out of class unless he/she has notified the school office.

## EXTENDED CARE: Morning: PK – 5<sup>th</sup>; Afternoon :PK – 8<sup>th</sup>

**Extended Care Hours:** Morning: 7:15 – 8:00 a.m.  
Afternoon: 3:15 – 5:30 p.m.

<b>Rates:</b>	<u>Pre-registered Rate</u>	<u>Unregistered</u>
Morning	\$2.25	\$3.25
Afternoon	\$5.75	\$7.75

The multipurpose room is available to US students M-F from 7:20 AM to 8:00 AM at no charge. In addition, there is no charge for LS students who have siblings in US and arrive after 7:45 a.m.

Please be sure that a staff worker is in the building to receive your child when you drop your child off for Morning Care. No child is to be left in the building unattended or wandering around the building.

**Registration Procedures:** Registration forms will be available by the 17th of each month in the front offices, distributed during morning and afternoon care and are posted on SCS's website. You must register and pay in advance for the days your child will be attending for the upcoming month. Extended Care registrations and payments are to be returned by the due date posted on each month's form (typically the middle of the 3<sup>rd</sup> week) to your child's teacher, the Extended Care Director or either front office. Forms that are turned in after the

deadline will be considered late and you will be charged an unregistered daily rate for the upcoming month.

**Late Pick-up Policy:** Parents who arrive after 5:30 PM will be charged \$1.00 per minute. The charge will be added to your monthly statement.

**Emergency Registration / Cancellation Policy:** Circumstances beyond control sometimes require last minute changes in registration or cancellation. To receive the "registered" rate, notification shall be made by 12 noon on the day of the requested registration. In addition, the registration fee will be waived if notification for cancellation is made by 12 noon on the day of the cancellation. In either event, the request shall be made to the extended care director.

**Weather Policy:** In the event of a school delay, morning extended care will be delayed by the same amount of time as the announced delay. In the event of early dismissal due to weather, there will be no extended care provided. Parents will be expected to pick up their children at the announced time.

## HOLIDAYS

There are certain aspects of holidays that we will not celebrate or highlight. We will not celebrate Halloween. We will not highlight the Easter Bunny during the celebration of the Resurrection of our Lord and Savior. We will also not highlight Santa Claus during the celebration of the birth (incarnation) of Jesus. We will celebrate the birth and resurrection of our Savior, Praise God!

## LOST & FOUND

Items that are found are taken to the designated area in the multi-purpose room. Any items unclaimed at the end of each marking period will be donated to charity. Please label your child's belongings (coat, lunch box, etc.) and check our lost and found if something is missing.

## MEDIA CENTER (LIBRARY):

**Policies:** The Media Center maintains specific policies on Book and Media Selection as well as an Acceptable Use Policy (AUP), which pertains to the use of the school's electronic resources. All students are required to abide by the AUP and will need to sign an AUP Acceptance form in either a computer class or in one of the Media Centers.

**Procedures:** The Media Centers exists to help our students in their educational endeavors, to supplement and provide support for the curriculum, and as resources allow, to provide wholesome leisure reading for our students. The library facilities are available for use by all SCS students, faculty and staff. Parents are also welcome to use the materials in the library, with the view that our purpose is primarily geared towards helping *students* succeed. The Media Centers will be open at posted hours based on the needs of students and the availability of staffing. General Rules are as follows:

- All books and other materials are to remain in the Media Center unless they are CHECKED-OUT by Media Center personnel.
- Reference materials, videos, DVDs and periodicals are not generally checked out. Exceptions can be made for overnight check-out for students whose library record is in good standing.
- Lower School students may check books out for one week.
- Upper School Students may check books out for three weeks. They will be assessed a late fee of .10 per day for overdue materials.
- All fines for overdue, lost or damaged materials are charged to the student's account. Failure to return books or pay the replacement cost may result in the withholding of the student's report card until restitution is made.
- Use of the Media Center facility for student activities must be approved by the Librarian.

## MEDICAL INFORMATION

Parents should not send a sick child to school. Children should not return to school unless they have been free of fever (without the aid of medicine), vomiting, and/or diarrhea for at least 24 hours. If a child becomes ill during the day, the parent will be notified to come to school to pick up their child.

The State of Maryland requires students entering any school within the state to have a certification of Immunization appropriate to the child's age. Failing to meet these requirements means that the student may **not** attend school.

**RECOMMENDED SCHEDULE** (by the Dept. of Health & Mental Hygiene)

<u>Age</u>	<u>Vaccine</u>
Birth	Hep B
2 mos.	Hep B, DTP, Hib, Polio, PCV7
4 mos.	DTP, Hib, Polio, PVC7
6 mos.	Hep B, DTP, Hib, Polio, PCV7
12 mos.	MMR, Varicella, PCV7
15 mos.	DTP, Hib
4-5 yrs.	DTP, Polio, MMR
11-12 yrs.	Tetanus, Meningococcal

Our records are monitored by the State of Maryland on a yearly basis. Anytime a student receives an additional immunization, please submit a current immunization form for the school records.

We encourage all medication be administered at home. We know; however, there are situations and conditions that require medication to be given during the school hours. We will administer medication if your child needs it during the school day under the following guidelines. All medications (Non-prescription and prescription): A "Physicians Medication Order Form" must be on file in the main office. **This form must be signed by the Physician and Parent** and is valid for one school year only. All medications must be in their original containers. These guidelines are for your child's safety.

**Be advised:** The following health-related records are due the first day the student starts school at SCS: **current shot record, current health inventory form** (dated within one year of the start date), **lead screening** (for ages six and under). If SCS does not have the above stated items on the student's first day of school, the student shall not begin school until the necessary items have been submitted. *If a student receives an immunization after starting school, it is the parent's responsibility to provide documentation from the doctor's office.*

## MOVIES SHOWN IN CLASS

All movies shown in class will be instructional in nature unless otherwise approved by an administrator. Any movie with a rating above G will have been approved by an administrator.

## PRESCRIBED WEAR GUIDELINES

**PARENTS AND STUDENTS ARE RESPONSIBLE FOR WHAT IS WORN TO SCHOOL AND AT SCHOOL.**

### Uniforms

The Rose Uniform Company is the official year-round supplier of all logo item uniforms for SCS. No other vendor for SCS logo items are permitted. Rose uniform items can be purchased by calling Rose Uniforms directly (1-800-527-5689), online at [www.roseuniforms.com](http://www.roseuniforms.com), or by mail with an order form that can be picked up from the school office. Specialty items are also available at the SCS school store.

Prescribed wear is to be worn on all school days. However, there are special days throughout the school year when the administration may make exceptions. Sloppiness in dress will not be tolerated.

### “Tops”

There are three color options available from Rose Uniforms for tops: maroon, forest green and white. Uniform shirts must be worn at all times with the exception of special event days as communicated. On special event days, the administration will communicate the appropriate dress options. Visible undergarments can only be white in color and only visible at the neck-line (with the exception of long-sleeved white shirts visible on the arms). Shirts that are made to be specifically tucked-in are required to be so (e.g. a men’s dress shirt).

### “Bottoms”

All pants, shorts, skirts, capris and skorts shall be “uniform style” and may be purchased from Rose Uniforms or from a retailer of your choice. Color options for these items are limited to khaki, navy, and black. The only color exceptions are plaid skirts and jumpers that may only be purchased from Rose Uniform. Pants and shorts are to be properly fitted and worn to the waist. Belts must be worn if there are visible belt loops.

### P.E. Wear

Physical Education wear purchased exclusively from Rose Uniform is required for middle & high school students. This wear is only acceptable during P.E. Classes.

### Accessories/Trends

- Appropriate shoes that are clean and in good repair must be worn at all times on school property. Nice open-toed shoes are permitted for use by Upper School students. Beach and bathroom style flip-flops, however, are prohibited by all.
- All socks and tights must be in solid school colors.
- Complementary and non-distracting jewelry for girls is acceptable.
- Young men are to be clean-shaven.
- All shirts worn under uniform shirts must be solid white and must be tucked in. Two shirts with a collar on them cannot be worn at the same time.
- The administration will issue clarifying statements as trends arise.

### Prohibited

- Hats during school hours inside any building
- Cargo, baggies, jeans, corduroy
- Tight-fitting pants
- Clothes that are ripped, torn, frayed or have holes
- Shorts, skirts and skorts that are more than 4” above the knee
- Tattoos- students who get a tattoo while enrolled at SCS will be subject to dismissal from SCS
- Body piercing
- Earrings for boys
- Outlandish hairstyles
- Boys hair that covers the ear, touches the collar, or covers the eyes
- Changing into non-prescribed wear clothing while on school property unless directed by a teacher, coach, or administrator for a specific activity.
- Beach / bathroom style flip-flops

## **SCHOOL CLOSING / DELAYS / INCLEMENT WEATHER**

SCS will communicate school closings and delays on WBOC and WMDT tv stations as well as WOLC (102.5) and WQHQ (104.7) radio. Parents and students can also call SCS (410-546-0661) after 6:15 AM to find out similar information.

The administration makes independent decisions on school closings and delays based upon current and anticipated weather conditions as well as the safety of our student body.

Ultimately, it is the parent’s responsibility when to bring their child to school. In the event of the student arriving late to school due to inclement weather (as any late arrival to school), the student must present a note from the parent to the main office for the cause of lateness.

## **SCHOOL HOURS**

Classrooms open:	Upper School (7:50 AM)
	Lower School (8:05 AM)
Instruction begins:	Upper School (8:00 AM)
	Lower School (8:15 AM)
Dismissal:	Upper School (3:00 PM)
	Grades 1-5 (3:30 PM)
	Pre-K & K (3:15 PM)

## **SCHOOL PROPERTY & RESPONSIBILITY**

The buildings, grounds, books, and equipment belong to the Lord. We have special responsibility to keep them in good order. Pupils are expected to share in the responsibility as they are guided and instructed by the faculty and staff.

Purposely damaging school property is treated as a major infraction and the offender will be required to correct the damage or pay for the cost of having it done.

## **STUDENT DRIVERS**

All students who drive vehicles onto school property must have a current parking permit sticker displayed in the appropriate place on the car’s windshield. Parking will be in a designated student parking area and must remain in this area until school closes. Loitering in the school parking lot is not permitted. Students are not allowed in the parking lot nor in their cars during school hours. Traffic offenders will receive an administrative referral and may have their parking permit revoked. Parking a car at SCS is a privilege, not a right. REMINDER: During the school day, student drivers may only leave campus if they have proper documentation and sign themselves out at the front office.

### Procedure:

1. Obtain a Student Driving packet from the Upper School office.
2. Return the packet to the Upper School office with all documents completed and signed. The following original documents are required (they will be copied and returned): Student Driver’s License, Vehicle Registration card, and Auto Insurance card.
3. The decision for approval will be made by the Principal. The applicant must be in good academic standing, and must demonstrate maturity and responsibility to receive a permit.
4. A parking sticker will be issued upon approval.

## **VISITORS TO SCHOOL**

All parents, visitors and volunteers must sign in at the office and will receive a visitor or volunteer tag. Only parents are permitted to visit classrooms (after signing in). Parents, siblings (supervised by parents), pastors and school alumni may visit during lunch (after signing in).