



SALISBURY
CHRISTIAN SCHOOL

Parent / Student Handbook

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Foundational Principles

Foundational Scripture

“In all things... Christ preeminent.” Colossians 1:18

Mission

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.

Philosophy of Education

The purpose of Christian education is to impart Christ-centered, Biblical knowledge in order to prepare students for life. We believe that the Bible is the only rule of faith and practice for the believers; therefore, a Bible-based philosophy of Christian education presents the Bible as the foundation of all knowledge. It is imperative that every aspect of education is wholly integrated into God’s truth, regardless of the course, so that a Biblical worldview can be taught and all students can know and understand the truths of the Christian faith, incorporating that faith into their personal lives and worldview.

In order for Christian education to be most effective, the home, the church, and the school must establish their precepts upon the Bible and be able to establish practices that can last throughout the child’s life. Christian education recognizes Christ as the authority and Lord of truth (John 14:6) and as the only sure foundation on which truth can be built (1 Corinthians 3:11). Above all, it is essential that we recognize the preeminence of Christ in all things (Colossians 1:18).

In Christian education, we hold *three components* to be essential: the student, the teacher, and the curriculum. Each **student** has been created in the image of God and therefore possesses invaluable worth and potential. As such, each student is not to be compared with other students but viewed as an individual with unique abilities and intellect. In order for the students to maximize their education, they must be actively engaged in the learning process. Each student will be regularly introduced to the gospel, through Biblically integrated course work, chapel, and special Spiritual Emphasis events. Students at Salisbury Christian School will never be able to articulate that they never heard of Christ, of His sacrificial death, or of His resurrection.

Each **teacher** at SCS has a personal relationship with Jesus Christ, as well as a passion for the education of children. The teacher will be educated in his/her respective field and will be skilled in Biblical integration. It is crucial that each teacher knows his/her students and can provide an interactive learning environment in which a Biblical worldview can be expressed clearly and effectively. In addition to providing academic training, the teacher must be able to guide students towards spiritual maturity, as they are conformed to the image of Christ.

The **curriculum** must be based upon an excellent academic foundation that incorporates a Christian worldview throughout its content. Because we want each child to experience balanced growth, our curriculum choices provide opportunities for the social, mental, physical, and spiritual development of each individual. The curriculum exists to help us partner with parents to fulfill their divine responsibility of training up their children (Proverbs 22:6).

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 (Psalm 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:

- In one God, the Creator and Sustainer of the universe, eternally existent in three persons: Father, Son, and Holy Spirit,
- In the divine inspiration, infallibility, and final authority of the Bible as the Word of God,
- In the uniqueness of man, by virtue of his special creation in God's image, and in his responsibility to understand and master the world to the glory of God,
- In the unique deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God,
- In the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins,
- In the resurrection of the crucified body of our Lord and that blessed hope, His personal return,
- In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer,
- In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost,
- In the spiritual unity of believers in our Lord Jesus Christ,
- In the covenant of marriage, between one man and one woman only, as an important and critical part of God's created order.

Expected Student Outcomes

- ***Spiritually, SCS expects its students to:***

- Possess an established faith in God as Creator, Redeemer, and Provider,
- Love and respect the Bible,
- Have a developed Biblical worldview through the integration of life and studies with the Bible,
- Live a life of obedience and excellence for the glory of God,
- Have a servant's heart.

- ***Academically, SCS expects its students to:***

- Possess high academic personal standards reaching to their full academic potential,
- Master the fundamental processes in communicating: reading, writing, speaking, listening, and mathematics,
- Possess a love for reading and creative writing,
- Have good study skills,
- Think critically, creatively, and constructively,
- Be independent and lifelong learners,
- Proficiently engage in discussion on current events in the community, the nation, and the world,
- Fulfill the cultural mandate of captivating all areas of culture and nature for the honor of Christ,
- Possess an understanding and appreciation of various world cultures,
- Have an appreciation of the fine arts,
- Have a disciplined approach for logical thinking and research,
- Be proficient in the use of computers,
- Be able to demonstrate life application of math facts, concepts, and skills,
- Possess a scientific understanding of God's creation.

- ***Socially, SCS expects its students to:***

- Have Biblically-developed personalities,
- Respect and protect all human life,
- Possess a Biblical view of time, work, and material possessions,
- Be responsible citizens, actively participating in all areas of community life and government,
- Attend and serve a local church,
- Consistently practice Biblical principles within all relationships.

- ***Physically, SCS expects its students to:***

- Have respect for the human body as the temple of the Holy Spirit,
- Continually develop fine and gross motor skills,
- Maintain proper dietary habits,
- Be promoters of lifelong health habits.

State Approval, Affiliations, and Accreditation

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. The Pre-kindergarten program of SCS 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 (MSA) and ACSI.

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. SCS does not discriminate on the basis of race, color, sex, or 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 matters 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 is a professional educational resource for Christian families. Therefore, the following admission requirements have been established:

1. At least one parent should have a personal relationship with Jesus Christ, as evidenced through a written statement of faith.
2. Students should display a willingness and desire to attend SCS.
3. Students must display a respectful attitude toward and a willingness to participate in activities and courses that are based in the fundamental beliefs of the Christian faith, such as (but not limited to) Bible classes, daily prayer, and weekly Chapel services.
4. Parents should supply the following for each student: completed application forms, signed by the parent(s), health records (current health inventory, shot record, and lead screening for students under age six), references, and any applicable registration and testing fees.
5. School records from the student's previous school will be requested, obtained, and reviewed by the SCS Admissions Office. Satisfactory scholastic and behavioral records are expected.
6. SCS may require that prospective students take a placement test as part of the admissions process. Satisfactory performance on this test is expected.
7. A new family meeting will be scheduled with an SCS Administrator to discuss enrollment. All required paperwork must be submitted to the Admissions Office prior to this meeting.
8. It is expected that Pre-kindergarten students be fully 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 (non-refundable) must be included with the application. Because space availability is limited, applying early is highly recommended.
2. Eligibility is based on Christian commitment (parent statement of faith and church reference), academic and social readiness, letters of reference, space availability, and the determination that the academic needs of the student can be adequately met by SCS faculty and staff.
3. Eligible students will be considered for acceptance in the following order:
 - a. Staff members' children
 - b. Siblings of students already enrolled
 - c. New students / families
4. 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.
5. Because specialists are needed to properly minister to children with special needs, and because 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.
6. If an applying student has been expelled from his/her previous school, SCS will only consider admission after the student has successfully completed at least one semester at another school. Depending upon the severity of the reason for expulsion, acceptance to SCS may not be offered.

Admissions Decisions

1. Upon completion of the admissions process, each application will be reviewed by the Admissions Committee, which makes the final decision regarding acceptance of the student.
2. The decision of the Admissions Committee will be communicated to the applicant's parents by a letter or phone call from the Director of Admissions at the earliest possible time.

Re-Enrollment

1. In mid- to late-January every year, procedures for re-enrolling students for the next school year will be clearly communicated to every family by an email from the Admissions Office. These procedures will include the payment of a non-refundable re-enrollment fee.
2. If the re-enrollment procedures are not followed by the stated deadline, no guarantee can be given for placement of the student for the next school year.
3. Parents who have an outstanding balance on their tuition account will be ineligible to re-enroll their children for the next school year.
4. If an account is in arrears at the end of a school year or becomes delinquent over the course of the summer, the Admissions Office will not consider the student(s) enrolled for the following school year. If a family wishes to re-apply for admittance for their children after they have paid the amount owed, they are welcome to do so.
5. If for any reason a student is not eligible for re-enrollment, the parents will be notified no later than the end of the school year.

Returning Admission Policy

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

1. If a student has not been registered with SCS for one school year or less, please provide the following when requesting re-entry: (1) student application, (2) release of student records form, (3) school reference form, and (4) application fee. The returning student may be required to take an SCS placement test, and the parents may be asked to come for a meeting with the Principal.
2. If a student 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.

Pre-kindergarten 3	Age 3 by September 1 of current school year
Pre-kindergarten 4	Age 4 by September 1 of current school year
Kindergarten	Age 5 by September 1 of current school year
First Grade	Age 6 by September 1 of current school year

Homeschool Part Time Enrollment

SCS offers partial enrollment to middle and high school homeschool students desiring specific courses. The purpose of this service is to aid homeschool parents in the education of their children. The application process is the same as that of fully enrolled students, with the following exception: SCS will not guarantee admittance into any course before August 15 of the school year in which the course is requested.

1. Full time enrollment is defined as four or more courses. Full tuition is required for four or more courses.
2. Part time enrollment is defined as three or fewer courses. Part time students are not eligible to participate in extracurricular activities. The fee per course is 1/7 of the yearly tuition cost for the grade of the student.

SCS Parent Covenant

1. I appreciate the standards of Salisbury Christian School (SCS) and do not tolerate profanity, obscenity in word or action, dishonor to God or the Word of God, or disrespect to the personnel of the school. Therefore, I agree to support all regulations of the school on the applicant's behalf and authorize the school to employ such discipline as it deems wise for the training of my child.
2. I agree to uphold and support the high academic standards of the school by providing a place at home for my child to study and giving my child encouragement in the completion of homework and assignments.
3. I understand that my child's needs must fit the educational capabilities of the school.
4. I promise to pay my financial obligations to the school on the dates due and understand that it may be necessary to withdraw my child if prior acceptable arrangements are not made on a past due account. I understand that there may be a financial obligation due to SCS in the event of a student withdrawal after enrolling. I also understand that my child's school records will not be forwarded to another school until all debt to SCS has been paid.

5. I give permission for my child to take part in all school activities and school-sponsored trips away from the school premises, and I absolve the school from liability to my child or me at school or during any school activity.
 6. I understand that the school reserves the right to dismiss any child who fails to comply with the established SCS regulations and discipline or whose financial obligation remains unpaid.
 7. I understand that the school reserves the right to change any policy herein at any time, at the sole discretion of the Board of Governors, when it determines the change to be in the best interest of the school.
 8. I agree to provide SCS (upon request and in a timely manner) with a completed Emergency Form, a completed Physician's Medication Order Form for all medications (prescription and over the counter) to be administered at school, and copies (and/or updates) of my child's Immunization Record.
 9. I understand that the school and its employees may utilize pictures of my child in media articles, social media posts, print / television / electronic / outdoor advertisements, and on the SCS Website for professional and advertising purposes. If I do not want my child's name or picture to be used in this way, I will inform the Director of Admissions.
 10. I understand I am entering into a partnership with SCS for the education of my child. I will encourage and support my child's teachers and school Administrators. I will respect all school personnel by discussing any area of concern privately with those involved and refrain from speaking negatively to others or using any public forum for airing grievances. I further understand that if my conduct or conversations with or about SCS personnel are repeatedly unsupportive or contrary to the principles outlined in this covenant, the enrollment of my child may be in jeopardy.
 11. I acknowledge that I have read, agree with, and will adhere to the Foundational Principles, policies, and procedures as outlined in the SCS Parent / Student Handbook.
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International Students

Exchange Students

SCS welcomes international students who come to the United States on an F1 student visa. The cultural diversity they bring to the SCS community is appreciated and embraced. The following guidelines are in place concerning these students:

Application, Host Family, and General Information

1. All F1 students must come to SCS through an International Student Agency which has been previously approved by SCS.
2. It is the expectation of SCS that the agency verifies the English proficiency of the student. Students should be proficient and able to manage in all-English-speaking classrooms.
3. Students must come from a Christian background or demonstrate an openness and willingness to attend church with their host family on a regular basis and show respect for the Christian beliefs of their host family and SCS.
4. The students will be hosted by Christian families.
5. The chosen host family will be mutually agreed upon by SCS, the parents of the student, and the agency.
6. A mutually agreed upon host family stipend is expected.
7. F1 students who attend SCS in their senior year should not expect to receive a diploma at the conclusion of the school year. Instead, a certificate of completion will be issued.

Tuition, Fees, Insurance, and Spending Money

1. SCS tuition and the International Student Fee will be paid in full at the beginning of the school year (for a full year student) or at the beginning of the semester (for a one semester student) unless other arrangements are made with the SCS Business Office.
2. If a student is unable to remain at SCS to complete his/her expected year or semester, SCS will refund a prorated amount of tuition.
3. Financial assistance is not offered to F1 students.
4. Additional school fees may be applicable; parents and the agency should review the complete tuition and fees information on the SCS Website.
5. The student is expected to have his/her own health insurance. If additional medical expenses are incurred beyond what is covered by the student's insurance plan, it will be the responsibility of the parents and the agency to cover these expenses, not the host family.
6. The student should have access to his/her own spending money to purchase needed items such as toiletries and clothing.

Expectations for Students

Each international student should have:

1. an attitude of respect and consideration for his/her host family, SCS faculty and staff, and classmates.
2. a willingness to abide by the house rules and preferences of the host parents.
3. a desire to succeed academically.
4. a desire to participate in school activities and family activities with his/her host family.

Expectations for Host Family

The host family will:

1. provide a safe, loving, Christ-centered home environment, welcoming the student as part of the family.
2. provide meals and space in your home for sleeping and a quiet place for homework.
3. provide transportation to and from school and extracurricular activities.
4. communicate expectations clearly to the student regarding household chores and rules while also showing grace.

Students and Parents for Whom English is a Second Language

SCS welcomes students whose primary language is not English. However, English language proficiency is expected. During the application process, English language testing will be administered to ensure the proficiency level is sufficient to enable the student to achieve academic success. Since SCS does not offer an ESOL program, enrollment may not be offered if a student does not demonstrate adequate proficiency. The student is welcome to re-apply at a later time.

If the parents of any SCS student do not speak English, it is expected that another English-speaking individual be designated as an interpreter for the family. The parents should provide to SCS the contact information for that individual.

If the English proficiency of a student enrolled at SCS is at a lower level than originally assessed, and that student continuously struggles academically, it is the expectation of SCS that the parents provide additional English language tutoring and academic assistance. If it becomes clear that continuing enrollment at SCS may be a disservice to the student, re-enrollment for the following school year may not be offered.

Financial Policies

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. Some fees are required for every family and every student; other fees are based upon participation. Tuition and fees information is available on the SCS Website (www.salisburychristian.org).

Tuition Payment Options

1. Parents may choose one of the following options for tuition payments:
 - a. Pay in full by June 1 or upon acceptance, whichever comes first. A 1% tuition discount applies for this option.
 - b. Pay in 12 equal monthly payments by bank draft from June through May.
 - c. Pay in 24 equal semi-monthly payments by bank draft from June through May.
2. If your child is accepted to SCS after June 1 and you are given a payment plan other than option a, b, or c listed above for your first year, your payment schedule will be converted to either option a, b, or c listed above after the first school year of enrollment.
3. The Administration may adapt an individual payment plan as it deems necessary. Parents should communicate any unforeseen needs to the Business Manager at the earliest possible time.
4. One bill will be issued per student to an identified responsible party. Division of payment for a student by multiple individuals is the responsibility of the student's identified responsible party.

Monthly Tuition Payment Information

1. For monthly tuition payments, SCS will withdraw these payments from a checking or savings account automatically at an agreed upon date each month (see options above); each responsible party will be asked to sign a form granting this permission. If additional fees are owed on the account, these fees will not be included in the monthly automatic tuition payment unless a specific request that they be added to the monthly payment is made. This request must be in writing (an email is acceptable) at least 5 business days prior to the date of the scheduled automatic payment.
2. For monthly tuition payments, the calculation of the monthly amount may require rounding up or down as follows: If the monthly amount ends with 50 cents or higher, the payment will be rounded up to the nearest dollar. If the monthly amount ends with 49 cents or less, the payment will be rounded down to the nearest dollar.

Tuition for Mid-Year Start Students

Tuition for students who enroll at SCS mid-year will be calculated on a prorated per diem basis.

Account Statements

Account statements are emailed monthly by the Business Office. The statements will show any balance that is currently outstanding.

Financial Assistance

1. SCS offers financial assistance (for tuition only) on a limited basis to students in Kindergarten through twelfth grade. Financial assistance is not offered for Pre-kindergarten students.
2. Financial assistance is a service provided to enrolled SCS families. Therefore, families applying for assistance must be enrolled at SCS or nearing completion of the application process in order to be considered for aid.
3. The amount of financial assistance provided is based on the need of the primary person(s) responsible for paying the tuition.
4. Inquiries about the process of applying for financial assistance should be directed to the Business Manager.
5. The assistance application process should be completed in its entirety no later than April 15. Applications processed after that deadline may result in no award of financial assistance. After a review of all relevant financial information by an outside source, including tax returns, the SCS Board Finance Committee will make the final decision about the awarding of financial assistance. Notification of the amounts awarded will be made by June 1.
6. The school has limited funds to help families who desire Christian education and typically has more requests than funds available.
7. 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 / Daycare

If a child is coming to SCS from another private school or daycare, SCS may call the previous school to check the payment history. If there is an outstanding debt at that school, the application to SCS will be placed on hold until that debt is fully paid. If the payment history shows that monthly bills were paid late on numerous occasions, SCS may require a meeting with the Business Manager before acceptance is granted.

Withdrawal / Tuition Refunds

In the event that it becomes necessary to withdraw a student from SCS, notification should be made to the Principal, Director of Admissions, and Business Manager immediately, in writing. Guidelines are below:

1. If a student withdraws before July 1 and tuition has already been paid, there will be a 100% refund for tuition.
2. If a student withdraws between July 1 and August 31, there will be a non-refundable early withdrawal penalty of 10% of the annual tuition.
3. If a student withdraws between August 31 and October 15, 15% of the annual tuition is due to the school.
4. If a student withdraws after October 15, any applicable tuition obligation or refund will be prorated based on the number of school days the student was enrolled.

Late Payment

1. Returned Check: Upon notice of a returned check, parents' access to the RenWeb Family Portal will be suspended and a \$25 fee will be applied to the account.
2. 10 Days: A \$25 late payment fee is applied to an account if the regular monthly payment is paid after the 10th day of the month (this applies to tuition accounts not set up with automatic payment drafts from a savings or checking account).
3. 30 Days: If an account is in arrears beyond 30 days, RenWeb Family Portal access will be suspended and student report cards will be held. RenWeb Family Portal access will be restored upon payment of the balance due.
4. 60 Days: If an account is in arrears beyond 60 days, enrollment in the current school year will be in jeopardy.
5. If an account owner is experiencing a financially challenging time and is struggling with making payments, he/she should schedule a meeting with the Business Manager to discuss the situation and establish a viable payment plan.

Re-enrollment

1. Parents who have an outstanding balance on their account will be ineligible to re-enroll their children for the next school year. Approved payment plans with the Business Office may provide an exception for re-enrollment.
2. If an account is in arrears at the end of a school year or becomes delinquent over the course of the summer, the Admissions Office will not consider the student(s) enrolled for the following school year.
3. Re-enrollment fees are non-refundable.

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 an individualized payment plan, open communication between the account owner and the Business Manager is extremely important. Please note the following:

1. 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 account will be considered "severely delinquent" and the student will be withdrawn from SCS.
2. 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.
3. Collection: SCS reserves the right to forward a delinquent account to a collection agency if necessary. If an account is referred to a collection agency, all associated collection fees will be added to the delinquent account.

Forwarding of Student Records

If a student leaves SCS and transfers to another school, records will be forwarded to the new school if the account at SCS is in good standing. If the account is not in good standing, student school records will be retained at SCS until the outstanding balance is paid.

Scrip Program Credits

At the end of the fiscal year, any earned Scrip credit less than \$10 will be assumed by SCS. Earned credits in excess of \$10 will either be applied to a family's account or issued as a check.

Academic Policies

Academic Eligibility

Early intervention is a critical component to the academic success of a student who is showing signs of academic decline. The Academic Eligibility Policy is designed to help students refocus on their academic studies and seek the appropriate assistance for improvement.

Status	Criteria	Description
Academically Eligible	All grades of a “C” or above	Eligible for participation in extracurricular activities
Academic Warning	A grade of one “D” with all other grades “C” or above	Eligible for participation in extracurricular activities if a weekly meeting is held with the Guidance Counselor and/or extracurricular advisor to monitor progress and develop success strategies
Academically Ineligible	Any failing grades or “Academic Warning” exceeding two consecutive marking terms	Ineligible for participation in extracurricular activities

Additional clarification:

- Academic eligibility status is evaluated eight (8) times per year, at the issuance of progress reports and report cards.
- Eligibility status begins the first school day following the distribution of progress reports/report cards for each term, including Term 4 into Term 1 of the subsequent school year. While students will be notified of the academic eligibility status via letter shortly after the issuance of progress reports/report cards, it is the responsibility of the student to monitor their grades and seek academic assistance.
- If ineligibility continues into a second marking term, a mandatory meeting will take place with the student, parent, Guidance Counselor, and Principal. All final decisions regarding eligibility with the Upper School Principal.
- An Academic Contract may also be established by the Administration as an additional level of support and accountability. The Academic Contract may extend beyond the period of ineligibility.
- Up to two (2) summer credit recovery courses may be completed prior to Term 1 of the new school year in order to be considered for academic eligibility at the start of the year.

Advanced Course Offerings in High School

Honors Courses

Honors courses are offered to students who desire academic challenges and display a proven work ethic and prior academic success. Honors courses will involve work over and above the regular class work. Completion of an Honors course will add a half-point to the student’s grade point average (e.g. a final grade of “A” will be averaged as a 4.5). The additional quality points are not given if a student earns a “D” or an “F” in the course. An Honors Course Permission Form must be completed and signed by students and parents prior to being enrolled in an Honors course (see Parent Resources on SCS Website).

Honors Eligibility Criteria:

1. 3.25 overall GPA for grade just completed
2. “B” or better in prior lead-in courses (e.g. Student must earn an “A” or “B” in English 8 if planning to take Honors English in 9th grade)
3. Completion of all prerequisites noted in the High School Course Catalog (see Parent Resources on SCS Website)
4. Teacher recommendation
5. PSAT score of 45 or higher in appropriate subject area (if applicable)

Advanced Placement (AP) Courses

AP courses are approved by the College Board, are college-level courses offered in high school and taught by SCS faculty. The AP exam, offered in May and scored by the College Board, must be taken in order for students to receive AP credit on their transcript. If students choose not to take the AP exam, they will be awarded Honors credit only on their transcript. Students may choose prior to the start of the course to take it for Honors credit only. Students must still meet all eligibility criteria. Scores of 3, 4, and 5 on the AP exam are accepted by most colleges for credit. Students pay for the AP exam. Completion of an AP course will add one point to the student’s grade point average (e.g. a final grade of “A” will be averaged as a 5.0). The additional quality points are not given if a student earns a “D” or an “F” in the course. An AP

Course Permission Form must be completed and signed by students and parents prior to being enrolled in an AP course (see Parent Resources on SCS Website).

AP Eligibility Criteria:

1. 3.25 overall GPA for grade just completed
2. "B" or better in prior lead-in courses (e.g. Student must earn an "A" or "B" in English 10 if planning to take AP English in 11th grade)
3. Completion of all prerequisites noted in the High School Course Catalog (see Parent Resources on SCS Website)
4. Teacher recommendation
5. PSAT score of 45 or higher in appropriate subject area (if applicable)

Dual-Enrollment Courses

Dual-Enrollment courses are offered in partnership with Wor-Wic Community College. These college courses meet on the SCS campus with SCS teachers during our normal daily schedule. Wor-Wic Community College awards college credit for grades of "C" or better. Parents will be responsible for paying Dual-Enrollment fees, determined by Wor-Wic based on the student's place of residence. A Dual-Enrollment Agreement Form must be completed and signed by students and parents prior to being enrolled in a Dual-Enrollment course (see Parent Resources on SCS Website).

Dual-Enrollment Criteria:

1. Be a junior or senior and at least 16 years of age by the beginning of the college semester
2. Possess an unweighted GPA of 2.75 or above on a high school transcript
3. Completion of an application to Wor-Wic Community College
4. Completion of Wor-Wic Placement Test or contact Wor-Wic to have the placement test waived using SAT scores
5. Completion of Online Orientation for Wor-Wic Community College

Athletic Program

1. Full-time students in sixth through twelfth grades are eligible to participate in the SCS athletic program. The SCS Athletic Handbook will be distributed to all student-athletes (see Parent Resources on SCS Website).
2. An Athletics Physical Form and an Insurance Release Form are required before tryouts begin (see Parent Resources on SCS Website). Payment of the athletic fee is required before games begin.
3. Athletic opportunities offered at SCS have typically included soccer, volleyball, basketball, softball, baseball, track, golf, and cheerleading.
4. Continued participation in athletics is determined by the Academic Eligibility Policy and/or any restrictions created within a Behavioral Contract.

Bible

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

Classroom Assignments

Many factors are taken into consideration before final groupings are completed. Administration and faculty pray each year for God's direction in the placement of each child. The final decision on classroom assignments rests with the Administration. Specific teacher requests will not be accepted.

Community Service (Upper School)

In keeping with the philosophy and mission of SCS, thirty (30) hours of unpaid service are *highly encouraged* in middle school. This practice establishes a strong habit of Christian service and prepares students for the high school community service graduation requirement. Eighty (80) hours of unpaid service, beginning after the completion of eighth grade, are required. Students are *highly encouraged* to complete approximately twenty (20) hours per year while in high school. All hours above the required number will also be noted on the transcript. Credit will not be given for community service done at school between the beginning and end of any school day.

Proposals for community service projects should be submitted to the Principal or Counselor for approval. The person(s) being served or the project coordinator must document all hours; parent documentation is not permissible. Examples of acceptable projects include: a church, family, school, or community service project; volunteer service at a hospital or nursing home; helping the needy through a youth group project; overseas or local missionary programs. Documentation of all hours is required within three months of completion of the service on the appropriate Community Service Verification Form (see Parent Resources on SCS Website). Hours completed for other organizations (such as Honor Societies) do not contribute toward the graduation requirement.

Course Sequences (High School)

To fulfill our goal of offering a comprehensive academic program, two suggested course sequences are available in high school. All eighth-grade students will schedule a meeting with the High School Guidance Counselor to discuss college

planning and high school course sequence; parents are encouraged to be a part of this meeting. Specifics regarding the course sequence are contained in the High School Course Catalog (see Parent Resources on SCS Website).

Credit from Middle School Program

Students who successfully complete Algebra I in eighth grade will receive a high school credit for the course. Students transferring into SCS will receive high school credit from middle school *only if* their previous school gave high school credit. Note that students are still required to take a high school math class in all four years of high school.

Curriculum

Students need to be balanced spiritually, intellectually, socially, and physically. For these reasons, a Biblical worldview is integrated throughout the entire curriculum. The curriculum is selected 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 year-long class only during the first two weeks of the first semester and a one-semester class only during the first week of the semester. Students who withdraw from a class after the deadline 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 Principal.

Field Trips

Hands-on experiences outside the classroom enhance the learning process, so class field trips are occasionally planned. For each field trip, every Lower School child must have a School-Approved Permission Slip signed by a parent or legal guardian, and every Upper School child must have a Universal Field Trip Permission Slip signed by a parent or legal guardian (see Parent Resources on SCS Website). Most field trips will incur an additional cost for which parents and guardians will be responsible. Insufficient student participation or parent assistance in chaperoning may cause the trip to be cancelled. If a field trip is cancelled for any reason, the fees for that trip will be refunded to parents in proportion to the total amount refunded to the school. Parents who agree to be chaperones and pay the fees but then are not able to go may not receive a refund of those fees. ALL chaperones for field trips must read and sign the Field Trip Guidelines for Chaperones prior to their first chaperoned event of the school year (see Parent Resources on SCS Website). The signed document is valid for one school year. Siblings are not permitted on field trips.

Extended Campus Policy

1. The following are requirements for early departure from SCS for a college course or a career opportunity:
 - a. The student and parents are responsible for submitting the Off-Campus Course Permission Form to the Guidance Counselor and Principal by June 1 of the preceding year (see Parent Resources on SCS Website).
 - b. A parent conference may be required to assess the merits of the proposal.
 - c. The student must be in good academic standing, including:
 - i. An overall GPA of 3.0 or higher
 - ii. No failing grades
 - iii. A grade of “A” in the subject area proposed
 - iv. A minimum of four scheduled courses at SCS, including Bible and English
2. SCS will not adjust its academic schedule to meet any college or career schedules.
3. Students should consider all academic possibilities offered by SCS before the school will consider off-campus course proposals.
4. The student must be making satisfactory progress on his/her community service requirements.
5. There will be no tuition discounts for students not taking a full course load at SCS due to off-campus courses.
6. 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.
7. Students must notify the Guidance Counselor of any changes to their off-campus course schedule.

Graduation Requirements

In order to graduate from SCS students must:

1. Have the necessary number of courses and credits as outlined in the High School Course Catalog (see Parent Resources on SCS Website)
2. Fulfill the Community Service Requirement of eighty hours of documented volunteer or mission work
3. Complete the Senior Thesis requirements
4. Have a GPA of at least 2.0
5. Adhere to all attendance requirements outlined in this Handbook
6. Fulfill all financial obligations to the school

PLEASE NOTE: Students who fail a course may participate in the commencement ceremony if they have made arrangements to complete the required credits. Diplomas will be held until the completion of the necessary course work. The 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 Principal to ensure sound high school course selections and post-graduation plans for each student. Assistance with career information, the college search, the college application process, scholarship opportunities, and financial aid information are a major focus in the junior and senior years. Parents are encouraged to participate with their child in all areas of the guidance program. Telephone calls and conferences by appointment are welcome.

Homework

Quality homework assignments increase students' 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 students' 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. Reinforce newly acquired skills or knowledge through practice
2. Prepare students for in-class activities
3. Extend and apply a student's skill and knowledge through cumulative types of assignments; cross-curricular assignments provide an integrative approach to learning and will therefore be encouraged among our faculty

SCS does not promote any set time standard or quantity for homework due to the fact that there are many factors, including the individual student's academic ability, the student's own time management, the extent of parental involvement, and the overall home environment in which the student does his/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 and Awards

An "Honor Roll" for the Upper School will be posted each marking period to encourage and reward academically excelling students, using the following categories:

1. *Summa Cum Laude*: all "A's" or their equivalent
2. *Magna Cum Laude*: 90% average with no grades of "D" or "F"
3. *Cum Laude*: 85-89% average with no grades of "D" or "F"

Independent Study for High School Credit

Independent study courses are offered only to full-time students who are highly motivated, self-disciplined, and can work well independently. Independent Study Courses may be initiated by SCS or by the student and must receive parent and Administrator approval prior to the beginning of the proposed program.

SCS-Initiated

Occasionally a student's schedule does not provide a space for a required course. When this occurs, an Independent Study Program may possibly be arranged for ninth through twelfth grade students. The student accepts the responsibility of working through a pre-planned and approved body of work, with the goal of receiving high school credit. A monitoring teacher will be assigned for periodic checkpoints, acceptance and grading of completed work, support and encouragement, and determination of a final evaluation and grade.

Student-Initiated

Steps to establish an Independent Study Program:

1. The student contacts the Principal for permission to submit a proposal.
2. The student prepares, with help from the monitoring teacher, a proposal consisting of the following:
 - a. A clearly written statement describing the course area, topic, or problem the student 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, etc.)
 - d. The student prepares a statement of what is to be learned from this study
 - e. The student sets up a conference with the Principal, Guidance Counselor, monitoring teacher, and parent to discuss the student's proposal and establish a timeline and other guidelines. The student will establish how the course will be monitored, evaluated, and graded, as well as establish the minimum amount of time to be spent on the program and a way to log "time spent." Note: The monitoring teacher will not be responsible for the student's follow-through of this proposal.

Executive Internship Program

The Executive Internship Program is an optional academic program whereby students gain up to two semesters' worth of career-related work experience to complement and enhance their high school education. It offers an opportunity for students to apply their high school knowledge and skills to a real-life work experience in an area of personal interest. This experience will help determine future career paths and provide direction for choosing college major options. In addition, students will gain valuable insight into the challenges of a career in a chosen area.

All interns must spend five hours per week at their placement to receive general elective credit. Students will receive one half-credit per semester for completing 50 hours of service. Grades will be based on the following criteria: attendance at placement, effort and enthusiasm, participation, reliability, weekly logs, assigned projects, and sponsor evaluation.

Students must have earned enough credits to be considered a Senior in order to enroll in this program. Juniors may be permitted to participate in an internship experience under special circumstances but may only earn a total of one high school credit for internship experience between Junior and Senior year; Administrator approval is required in advance. Interested students should obtain an SCS Internship Handbook from the Guidance Office and submit the necessary application materials to the Guidance Counselor by the deadline provided (see Parent Resources on SCS Website).

Make-up Work

It is the student's responsibility to obtain all make-up work immediately upon return to school after an absence. **Make-up work will not be given prior to a pre-arranged absence.** 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 work is turned in according to the number of days missed. For example, if a student is absent for two school days, upon returning to school two school days are granted to complete all make-up work. Make-up work turned in beyond the stated deadline will be graded according to the teacher's late work policy, 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, teachers **do not** give assignments to the student prior to the trip. 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 (NHS), National Junior Honor Society (NJHS), National Elementary Honor Society (NEHS), Spanish Honor Society, and the Tri-M Music Honor Society. Student membership in each organization is an honor that is based on the following criteria: outstanding scholarship, character, leadership, service, and citizenship. Invitations for membership are offered to qualifying tenth through twelfth graders for NHS, seventh through ninth graders for NJHS, fourth through sixth graders for NEHS, students who are in Spanish III or above for Spanish Honor Society, and qualifying students in tenth through twelfth grades for Tri-M Music Honor Society. Eligibility requirements and other pertinent information for all chapters are contained in the chapter bylaws, which are available upon request from the Principal.

Student Assessment and Grading

To fairly assess student achievement, teachers will give adequate opportunities for evaluation utilizing a varied range of assessment types. There will be a balance between formative and summative assessments as determined by the subject matter and grade-level. Additionally, feedback on student progress will be communicated in a timely manner. As a general rule, the following guidelines will be followed, at a minimum:

- Two graded classwork or homework assignments per week; (grades posted within 5-7 school days,)
- Three tests or quizzes per marking term; (grades posted within 7-10 school days,)
- The total combined weighting of tests and quizzes will not exceed 60% of the total grade for any course.

Additionally, one project or other alternative assessment may be utilized each marking term and may serve as one of the test grades. Teachers will also be mindful of the weighting of grade book categories so that an adequate number of assessments are included in each category, to produce a balanced and fair final grade.

Middle and High School Final Exams

1. High School final exams are administered in English, Math, Science, and Social Studies. They are cumulative and count as 10% of the final course grade. Final exams for Dual-Enrollment courses may carry a higher weight toward the final course grade as determined by Wor-Wic Community College policies.
2. Middle School final exams are administered in English, Math, Science, and Social Studies. Middle School exams are not cumulative and are averaged into the quarter grade, just like all other tests. 8th graders taking Algebra 1

will have a cumulative exam which will count as 10% of the final grade, since Algebra 1 is a high school credited course.

3. Reminders:
 - a. All students must take final exams unless they were enrolled in an AP course and took the AP exam.
 - b. 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.
 - c. 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.
 - d. Students must remain in their rooms, seated quietly, for the duration of the exam period.
4. Students will not be excused from exams without prior permission from the Administration. Family trips should not be scheduled during exam week. Students who are ill must supply 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 to direct their full attention toward their students, so parents may not drop by class during school hours with the sole purpose of talking with the teacher. Also, parents should not call or text message the teacher at home for homework assignments or conferences; instead, an email would be appropriate.

Progress Reports

Progress reports will be emailed at the mid-point of each marking term. Parents may also view grades on RenWeb Family Portal throughout the year.

Report Cards

Report cards will be emailed at the end of each marking term.

Kindergarten and first grade will receive the following grades:

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 Improvement: Student is not working to capacity nor meeting grade level expectations

Second – twelfth grade will receive the following grades:

(Percentage grades are used for the middle and high school students.)

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

Grade B – Good/Above Average (80-89%)

Grade C – Average (70-79%)

Grade D – Below Average, Yet Passing (60-69%)

Grade F – Failing (Below 60%)

Grade I – Incomplete

A grade of “Incomplete” may be issued for extenuating circumstances. A reasonable deadline for all remaining work to be submitted will be determined by the teacher and an Administrator.

Retention and Promotion

Lower School

It may be the recommendation of the student’s teacher that a child repeat a grade level in Pre-kindergarten through fifth grade. Being retained does not imply failure, nor is it a punishment of any kind. At times, it must be determined whether repeating a grade will be beneficial to the academic, social, and emotional development of the student. The teacher and Administration will request to meet with the parents to discuss student progress and future planning. These conferences will be held between the month of February and the end of school.

Middle School

For sixth through eighth grades, students cannot fail more than two core courses and move on to the next grade. A summer recovery course may be required for grades below a C in Mathematics. If an 8th grader receives a grade below a C in Algebra 1, they will be required to retake the course in 9th grade.

High School

For ninth through twelfth grades, retention occurs on an individual course basis. If a student fails a class, the class must be repeated over the summer (through local public summer school or a recovery credit program) or repeat the class in the subsequent year. The Administration reserves the right to require a student to retake a course or complete a recovery

credit for final grades below a C in Mathematics. High School students must earn five credits to become a Sophomore, 11 credits to become a Junior, and 19 credits to become a Senior.

Though the promotion and retention process is collaborative in nature, the final decision for retention will be made by the Principal. Additionally, Salisbury Christian School does not promote the practice of reclassification of students for non-academic purposes.

Senior Thesis

This graduation requirement will be administered through the English and Bible Departments. This capstone project requires students to articulate a personal faith journey, reflecting upon and communicating formative milestone experiences and future plans. The essay and interview components of this requirement serve as documentation that SCS graduates can communicate effectively.

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 they inflict upon the textbook. If a textbook becomes damaged through normal 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. A student may be asked to buy a replacement book if the book issued has been unreasonably damaged or lost while in his/her possession, based on the accompanying chart:

Age of Textbook	% Cost of Replacement Book
New up to 5 years	100%
6 – 10 years old	70%
Over 10 years old	50%

Valedictorian and Salutatorian / Class Rank Policy

1. In order to qualify for consideration to be named SCS Valedictorian or Salutatorian:
 - a. A student must be enrolled at SCS for all four years of high school.
 - b. Qualifying students must have completed all SCS Graduation Requirements.
2. In order to receive class ranking from SCS:
 - a. A student must have attended a traditional school setting for all of their ninth through twelfth grade years.
 - b. SCS cannot produce a class ranking for students transferring to SCS during their ninth through twelfth grade academic years with transcripts that are from a non-traditional educational setting (i.e.: Homeschool, Paced Program).
3. Class rankings will only be released upon request by a college or university.

Resource Program Statement and Procedures

Perspective

Each child is uniquely created and gifted by God and possesses traits, skills, life experiences, and personalities that are different than any other child. The process of active learning may be more “at risk” with one child than others. A variety of factors may include: medical issues, psychological issues, physiological issues, academic issues, learning disabilities, behavioral issues, and life experiences. The Resource Program is offered to students at Salisbury Christian School who need assistance with mild learning problems or disabilities and who have been diagnosed either by medical personnel or by psychological and educational professionals. As a Christian school, our resource department seeks to model an inclusive environment that helps each and every student succeed (Luke 14:12-14).

Admissions Procedures

Students applying to SCS who have previously received a diagnosis and/or have an I.E.P. or 504 Plan must provide documentation of the diagnosis that has been updated within 12 months of the application date. Upon receipt of the application, the following process will be followed:

1. The Director of Resource Programs will review the student’s I.E.P., psychological and educational reports, all special education information provided, and school records.
2. Admissions testing will be scheduled, as well as a conference between the parent(s) and the Director of Resource Programs.
3. The Principal and Director of Resource Programs will meet to review all relevant data to determine the feasibility of meeting the students’ needs at SCS. Note that admission will be determined on a case-by-case basis depending on the scope of severity and the school’s ability to meet those needs.
4. The Director of Resource Programs will draft an Accommodation Plan outlining the services that SCS can offer the student. This will be reviewed at the family meeting with the Principal/Head of School.

Identification of Current SCS Students

If educational concerns arise regarding a current SCS student who has not been given a specific diagnosis, the teacher will informally discuss this potential issue with a resource teacher. Upon consultation with the resource teacher, the teacher may suggest to the parent that resource staff conduct informal classroom observations. Parent approval is required, and a meeting will be scheduled to review the results and determine further action, which may include the following:

1. Additional services are unwarranted. Normal classroom services will continue, coupled with ongoing teacher observation and a detailed plan for ongoing parent-teacher communication.
2. Tutoring from an outside source suggested.
3. Additional educational and psychological testing may be suggested and/or required.

If additional testing through the local public-school system is warranted, a team of SCS personnel (an Administrator, resource teacher, and a classroom teacher) will guide the parent through this process. If testing through the County shows evidence of a learning disability, the SCS team will determine if the County's recommendations are realistically feasible within the limitations of the services offered at SCS. There will be ongoing documentation of progress through the school year on the proper forms.

Additional Information

- Determination for continued resource services and reenrollment eligibility is made on a year-by-year basis, dependent upon the scope of severity and the school's ability to continue to meet those needs.
- The Resource Department offers accommodations to help students successfully navigate the general education curriculum offered at SCS. Modifications to the curriculum will not be offered.
- Multiple sources of data will be used to determine continued eligibility for resource services and reenrollment. Since classroom accommodations impact students' grades, grades cannot be the sole determinant of a students' eligibility for success at SCS. Historically, students with a Full-Scale IQ of above 85 are able to successfully complete the curriculum offered at SCS.
- Along with the accommodations and strategies offered by the resource department and classroom teachers, students and parents must also assume a level of commitment to each child's success.

The SCS Resource Program Statement and Procedures lists specific services provided and related fees (see Parent Resources on SCS Website).

Attendance and Tardy Policies

Punctuality

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 and 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 crucial life skill for our children.

General Procedures

1. 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.
2. 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, or an absence due to illness. Lawful absences will be evaluated on an individual basis by the Administration.
3. 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 parents will be notified to come to school to pick up their child.
4. 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, unless a religious objection waiver is provided and signed.
5. Upper School students who arrive after 8:00 am must sign in at the main office. Students who are on campus but not in the classroom by 8:00 am will be marked Unlawful Tardy. Students arriving after 8:00 am with proper documentation will be marked Lawful Tardy.
6. Early Dismissal: A student should never leave school without signing out at the main 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 from a parent/legal guardian in advance of their departure. All school work missed is to be made up.

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

Habitual Truancy

Per COMAR 13A.08.01.05B.(6) and 13A.08.01.04C: A student is a 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 following exceptions:

1. Death in the immediate family: SCS will determine what relationships constitute the immediate family
2. Illness of the student: Parents may send in a note to certify student absences due to illness up to 10 times per year. All daily absences for student illness beyond 10 days must be certified by a physician's note. All absences beyond 10 that are not certified by a physician's note will be considered unlawful absences.
3. Court summons
4. 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 days per school year for documented college, vocational, and/or military visitations prior to May 1 of their Senior year.
6. State emergency
7. Suspension
8. Other emergency or set of circumstances which, in the judgment of the Administration, constitute a good and sufficient cause for absence from school

Unlawful Absence (COMAR 13A.08.01.04)

1. An absence, including absence for any portion of the day, for any reason other than those cited as lawful, is presumed to be unlawful and may constitute truancy. Note: Parent notes, for any portion of the day, will constitute a lawful absence for *only* the reasons defined above as lawful per COMAR. Any other reason will result in an unlawful absence, even with a parent note.

2. An unlawful tardy that exceeds 15 minutes of an individual class will result in an unlawful absence for the class period.
3. Any absence without proper documentation is considered unlawful.

Consequence for Unlawful Absence

1. Eight* unlawful absences for the year will result in email notification to a parent/legal guardian.
2. Ten* unlawful absences for the year will result in a parent conference with an Administrator.
3. Twelve* unlawful absences for the year:
 - a. Non-credit class: may result in the necessity of the student repeating the same grade and/or class
 - b. Credit class: no credit will be granted for the individual class

*NOTE: For semester-long courses, unlawful absences are four, five, and six, respectively.

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 when planning your trip. A maximum of 10 school days will be allowed for family, church, and para-church ministry trips during one school year.

Attendance Definitions

1. Lower School:
 - a. If a student is present in school fewer than 100 minutes, the student will be considered absent for the day.
 - b. If a student is present between 101-200 minutes, the student will be considered absent for a half-day.
 - c. If a student is present more than 200 minutes, the student will be considered present all day.
2. Upper School: If a student is present fewer than four periods, the student will be considered absent for the day.

Lower School Tardy Policy

1. Parents are responsible for their child's prompt arrival to school.
2. A student (Kindergarten through Fifth Grade) is defined as tardy to school if he/she is not in the classroom at the 8:15 am bell. Pre-kindergarten students are expected to be in the classroom by 8:45 am, to minimize distraction to the learning environment.
3. Kindergarten through fifth grade students arriving after 8:15 am must report to the Founders Hall Main Office for a pass to class. Pre-kindergarten students arriving after 8:45 am must report to the Founders Hall Main Office for a pass to class.
4. Parents should be mindful that tardies (lawful and unlawful) are recorded on their children's report cards and placed in their permanent record files.
5. The following consequences have been established to encourage punctuality:
 - a. 3rd unlawful tardy per marking term: automated email notification from RenWeb
 - b. 5th unlawful tardy per marking term: Parent-Assistant Principal conference / additional consequence may be determined
 - c. 7th unlawful tardy per marking term: Parent-Principal conference / additional consequence may be determined
 - d. 9th unlawful tardy per marking term: Parent-Head of School conference / additional consequence may be determined

Upper School Tardy Policy

1. A student is defined as tardy to class if he/she is not in the classroom when the bell rings.
2. The following consequences have been established to encourage punctuality:
 - a. 7th unlawful tardy per marking term: lunch detention
 - b. 9th unlawful tardy per marking term: Parent-Administrator conference / after-school detention
 - c. 11th unlawful tardy per marking term: Saturday School
 - d. If unlawful tardies continue, a student may receive up to two days of suspension.
 - e. Excessive tardies over subsequent marking terms may result in a discussion regarding continued enrollment at SCS.

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 and 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:

1. **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)*
2. **Proverbs 10:17** *He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.*
3. **Proverbs 12:1** *Whoever loves discipline loves knowledge, but he who hates correction is stupid.*
4. **Proverbs 13:13** *He who scorns instruction will pay for it, but he who respects a command is rewarded.*
5. **Proverbs 15:10** *Stern discipline awaits him who leaves the path; he who hates correction will die.*
6. **Proverbs 15:32** *He who ignores discipline despises himself, but whoever heeds correction gains understanding.*
7. **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

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

Behavior Outside of SCS – 24 / 7 / 365

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

Cell Phones and Electronic Devices

Lower School

Cell phones and personal electronic devices (including smart-watches) are to be powered off and kept in the student's backpack during the school day. All external communication to students during the school day must go through the main office.

Middle School

The use of cell phones, headphones/earbuds, and other electronic devices are not permitted in the classroom or during lunch. Headphones/earbuds are not permitted in the hallway between classes. Middle school students are *highly encouraged* to leave electronic devices in their locker throughout the day. Students in possession of an electronic device are required to "park" their cell phones in the designated location within each classroom. All external communication to students during the school day is expected to go through the main office.

High School

The use of cell phones, headphones/earbuds, and other electronic devices during class is at the teacher's discretion. When cell phones are not being utilized instructionally, students are expected to "park" them in the designated location within each classroom. Headphones/earbuds are not permitted in the hallway between classes.

At all levels, failure to comply with this policy or a teacher's directions concerning use of these devices will result in the confiscation of the item. The student may pick up the device at the end of the school day during which it was confiscated.

Tablet and laptop devices may be permitted for academic purposes at the discretion of each individual teacher. All students are expected to sign and adhere to the Acceptable Use Policy for Technology (see Parent Resources on SCS Website). Inappropriate or off-topic use may result in an immediate loss of privilege and/or additional consequences. Further, audio or video recording of any type is strictly prohibited unless the teacher or an Administrator has granted prior permission.

Note that the use of a cell phone calculator, including smart-watches, is not permitted during tests and quizzes. Therefore, we highly recommend that students purchase a separate calculator, as noted on the SCS Classroom Supply List.

Misuse of a cell phone, headphones/earbuds, and other electronic devices is considered a violation and will result in a consequence (see Disciplinary Offense G.10).

Backpacks During the School Day

Due to space limitations and safety issues, backpacks are only allowed in a teacher-designated location (for Lower School students) or in a locker (for Upper School students). Therefore, under no conditions are backpacks allowed in Upper School classrooms.

Behavioral Expectations and Responsibilities

1. Students:
 - a. To respect authority and obey the school rules
 - b. To show respect and consideration for the personal and property rights of others
 - c. To demonstrate effective work/study habits, putting forth the best academic effort
 - d. To model and encourage peers to follow SCS's *Discipline Policies and Procedures*
2. Parents/Guardians:
 - a. To respond to communication from school and to initiate such communication, if needed
 - b. 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
 - c. To support the teacher and Administration in matters of discipline
 - d. To understand and support SCS's *Discipline Policies and Procedures*
3. Teachers/Administrators:
 - a. To inform parents/guardians adequately in matters related to student conduct
 - b. To enforce standards consistently for all students
 - c. To assume responsibility for discipline through the use of various techniques, such as conferences, contact with parents, and other disciplinary techniques agreed upon by the Administration
 - d. To shepherd the heart of each student, teaching correct behavior and aiding in reconciliation
 - e. 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 community service, lunch detention, after-school detention, parent conference, Saturday School, out-of-school suspension, and expulsion. Any criminal violation of the law will be referred to the appropriate law enforcement agency.

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

On the next page there is a listing of violations and the recommended range of actions the Administration may enforce for infractions or disciplinary offenses. School Administration reserves the right to select different consequences than those listed below. 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.

	Disciplinary Offense	Min	Max*
A.	VIOLATIONS AGAINST PERSONS		
.01	Fighting	2 days	5 days
.02	Harassment (Physical / Emotional)	2 days	5 days
.03	Inappropriate, Disobedient, or Disruptive Behavior	VW	5 days
.04	Disrespectful Behavior	VW	5 days
.05	Inciting Violence	IIS	10 days
B.	VIOLATIONS AGAINST PROPERTY**		
.01	Graffiti	CS	5 days
.02	Theft	1 day	5 days
.03	Willful Damage to Others' Property	CS	5 days
C.	VIOLATIONS AGAINST PUBLIC DECENCY		
.01	Public Display of Affection	VW	5 days
.02	Profanity / Obscenity	VW	5 days
.03	Sexual Activity	IIS	10 days
.04	Sexual Harassment	IIS	10 days
D.	VIOLATIONS AGAINST PUBLIC HEALTH and SAFETY		
.01	Alcohol / Controlled Dangerous Substance	IIS	EXP
.02	Smoking / Possession of Tobacco, Nicotine, or e-Cigarettes	3 days	5 days
.03	Explosive Devices	IIS	EXP
.04	False Fire Alarm / Bomb Threat	IIS	5 days
.05	Open Flame	3 days	5 days
.06	Weapon Possession	IC	EXP
.07	Weapon Use	IIS	EXP
E.	VIOLATIONS AGAINST TRAFFIC REGULATIONS		
.01	Parking Violations	VW	LP

.02	Reckless Driving	LP	5 days
.03	Other	VW	10 days
F.	VIOLATIONS AGAINST TELECOMMUNICATIONS		
.01	Degrading or Disrupting Network Performance	LP	5 days
.02	Unauthorized Network Access	5 days	5 days
.03	Unauthorized Use of Faculty / Staff Computer	AD	5 days
.04	Accessing Pornography	IIS	5 days
.05	Personal Gain / Illegal Activity	2 days	5 days
G.	VIOLATIONS AGAINST ADMIN. PROCEDURE		
.01	Academic Dishonesty	AC	5 days
.02	Cutting Class	AD	5 days
.03	Defiance of Authority	IIS	5 days
.04	Food / Drink / Gum in Unauthorized Area	VW	5 days
.05	Forgery	2 days	5 days
.06	Unauthorized Presence in Off-Limits Area	VW	5 days
.07	Leaving Campus without Permission / Truancy	1 day	5 days
.08	Lying	VW	3 days
.09	Possession of Item(s) that Interfere with School Activity	IC	5 days
.10	Violation of Cell Phone and Electronic Device Policy	IC	3 days
.11	Running in Halls	VW	5 days
.12	Students in Corridors at Unauthorized Times	VW	5 days
.13	Violation of Suspension	1 day	5 days
.14	Dress Code	VW	3 days
H.01	OTHER	VW	EXP

Key:

VW = Verbal Warning

LD = Lunch Detention

CS = Community Service

AC = Academic Consequence

IIS = Immediate and Indefinite Suspension

*Max = *Unless additional consequences are deemed necessary*

**Violations Against Property = *Students will 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.*

SS = Saturday School

AD = After-School Detention

IC = Item Confiscated

EN = Email Notification

EXP = Expulsion

LP = Loss of Privilege

1,2,3,4,5,10 = Days Suspended

Clarification on Specific Courses of Action

Lunch Detention

Lunch detention will serve as a part of the consequences for some infractions. The students will show up on time to the area 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 trash properly.

After-school Detention

After-school detention will serve as a part of the consequences for some infractions of third through twelfth graders. After-school detention will be held on pre-selected days. The students will show up on time (Upper School – 3:15 pm, lower school – 3:30 pm) to the room designated for detention. They will sit silently (Upper School students only) until the end of detention (4:00 pm). The use of cell phones, electronic devices, headphones/earbuds, and/or games is prohibited.

Saturday School

Saturday School will serve as a part of the consequences for some infractions of third through twelfth graders. The students are required to be at school at 8:00 am and will serve two or four hours, depending upon the severity and frequency of the infraction. The fees for Saturday School are \$20 for two hours and \$40 for four hours and will be billed directly to the family's account. Students must arrive on time and in school uniform. The use of cell phones, electronic devices, headphones/earbuds, and/or games is prohibited.

Parent Conference with Administrator / Behavioral Probation and Contract

If warranted, an Administrator will call for a parent conference. The parent conference may include discussion of a behavioral probationary period and behavioral contract. Behavioral probation can occur at any time but will most often occur for developing patterns of inappropriate behavior or disciplinary offenses. A behavioral probation will include a behavioral contract that will be written with very clear consequences. In addition, at this parent conference, a future meeting date with all parties will be established to evaluate progress and to determine the next course of action. The behavioral contract will be signed by all who are present. Failure of the student to modify and improve his/her behavior will create the need for discussion regarding whether or not continued enrollment is permissible. At the outset of the behavioral probation, the Administrator will communicate the terms of the contract with the student's teachers.

Out of School Suspension

Suspension always begins on the first full day of school after the consequence has been issued. All missed classwork and assignments must be turned in on the day the student returns to school (exception – worksheets not accessible to students while suspended). Make-up tests and quizzes will be scheduled at the discretion of the teacher. Make-up work turned in beyond the deadline will be graded according to the teacher's late work policy.

Indefinite and 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. Before the student will be allowed to return to SCS, parents must provide verification proving adherence to the stipulations that meet the Administration's approval. Admission policies must be followed.

Bullying, Harassment, or Intimidation Policy

It is the policy of Salisbury Christian School to prohibit bullying, harassment, or intimidation of any person on school property or at school-sponsored functions or by the use of electronic technology at school. It is the policy of Salisbury Christian School to prohibit reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

“Bullying, harassment, or intimidation” means intentional conduct – including verbal, physical, or written conduct – or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being. Bullying, harassment, or intimidation are characterized by one of the following:

1. Is motivated by an actual or perceived personal characteristic
2. Is threatening or seriously intimidating
3. Occurs on school property, at a school activity or event, or on a school bus
4. Substantially disrupts the orderly operation of a school

Reports and allegations of bullying, harassment, or intimidation will be investigated by the Administration or an administrative designee.

When necessary, a Bullying, Harassment, or Intimidation Reporting Form may be submitted by a student, parent, close adult relative, or staff member to school Administration (see Parent Resources on SCS Website). A student may request assistance from a staff member to complete the form.

Student Pregnancy Policy

Student pregnancy and the surrounding issues and circumstances are very unique and difficult for the student involved, the family of the student, and the school Administration. Should a student pregnancy occur, immediate emotional support, conversation, and information gathering is in order with all the aforementioned parties involved. It is deemed to be in the best interest of the student mother and the student father, as applicable to Salisbury Christian School, to refrain from attending school for the period of time while a suitable and appropriate plan is constructed. These days of absence for the student mother and/or father are considered excused and work can be made up according to the Make-up Work Policy in this Handbook. The full Student Pregnancy Policy contains a detailed process that will be followed in the event of student pregnancy (see Parent Resources on SCS Website).

Operational Policies and 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 in the class receive the invitation or they must be delivered outside of school.

Book and 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, CDs, 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 instill in the students a thirst for truth and righteousness.

A Biblical worldview asserts that:

1. God is eternal, loving, omnipotent (all-powerful), triune, and Creator
2. Jesus Christ is our hope, our Savior, God incarnate
3. The Holy Spirit works in the world today
4. The Bible is the final authority, against which we measure all things
5. Until the return of Jesus, we must confront and fight spiritual battles
6. God's creation is one of beauty and enjoyment
7. People are God's workmanship, created for His glory and companionship

While it is unrealistic to solely use materials written by individuals who hold 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. All SCS employees receive annual training on the signs of child abuse and neglect and the process for filing reports. All persons working in an educational setting are legally obligated to comply with these guidelines.

Clothing Identification

Please label all outer clothing, lunchboxes, and book bags with the student's full name.

Communication Process

The Communication Process Flowchart below is designed to promote timely and effective communication and partnership between SCS families and the school. Most questions are easily and completely answered by communicating directly with the staff member closest to the situation. This process is also in alignment with the Matthew 18 principle of conflict resolution. When a question or issue arises the first level of contact should be utilized. If the concern is not satisfactorily addressed in a timely manner, then each succeeding level of contact should be utilized.

Area of Inquiry	First Level	Second Level	Third Level	Fourth Level	Fifth Level
<i>Curriculum</i>	Teacher	Department Chair	Principal	Head of School	
<i>Athletics</i>	Coach	Athletic Director	Assistant Principal	Principal	Head of School
<i>Classroom Discipline</i>	Teacher	Assistant Principal	Principal	Head of School	
<i>Non-Classroom Discipline</i>	Supervising Staff Member	Assistant Principal	Principal	Head of School	
<i>Classroom Instruction</i>	Teacher	Guidance Counselor	Principal	Head of School	
<i>Resource Services</i>	Teacher	Director of Resource Programs	Guidance Counselor	Principal / Assistant Principal	Head of School
<i>Student Attendance</i>	Office Manager / Receptionist	Guidance Counselor	Assistant Principal	Principal	Head of School
<i>Extracurricular Activities / Clubs</i>	Advisor	Assistant Principal	Principal	Head of School	

While SCS staff aims to respond to all emails and phone calls within a 24-hour time period, individuals further along the flowchart are less directly involved with individual situations and may need additional time to research the situation before a thorough response can be provided. A full list of faculty and staff can be found on the SCS Website.

In order to ensure a successful exchange of information, it is important that all parties follow a few key principles of effective communication:

1. Always use a respectful and polite tone.
2. Be ready not just to provide information, but also to listen to teacher/staff observations and perspectives.
3. Enter the exchange with an open mind and assume a shared best interest for each child.
4. Be prepared to work collaboratively to solve problems.
5. Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses.
6. Recognize that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviors.

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 of conflict must be dealt with according to Matthew 18:15-16, stated above. If a situation arises between adults (another parent, a teacher, or a staff member) the first attempt to resolve it should be directly between the persons involved. Talking to others before attempting to resolve the issue with the person can cause unnecessary divisiveness and disunity. If the conflict is not resolved after taking this step, an appointment to meet with an Administrator should be scheduled.

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 school records information on student attendance and academic achievement (see section titled *Cumulative Files* in this handbook). Proper identification must be presented before accessing the student's records, in order to protect the Right to Privacy laws of this state. If a request for information is made via telephone and SCS staff cannot verify the identity of the caller as the parent he/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 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/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 proceedings 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, cards, etc. Our school's responsibility is to maintain an appropriate, stable learning environment 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 students have the right to see any and all student 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 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 an Administrator.

Please refer to this handbook's section titled *Court Orders* for additional information.

Early Student Pickup

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 will be picking up the student. The parent or the person designated to pick up the child must come to the office to sign out the student. While this occurs, the office staff will call the student to the office; this method prevents any disruptions to the classroom.

Students will be released only to authorized individuals. Authorized individuals are indicated on the student's Emergency Form. If someone not indicated on the Emergency Form needs to pick up a student, parents must notify the school in advance. A parent should not take a child out of class unless he/she has notified the school office.

Extended Care

Extended Care services are provided beyond the normal school day hours. The Extended Care Policy contains details including times, procedures, and fees (see Parent Resources on SCS Website).

Holidays

There are certain aspects of holidays that Salisbury Christian School will not celebrate or highlight. SCS will not celebrate Halloween. SCS will not highlight the Easter Bunny during the celebration of the Resurrection of our Lord and Savior. SCS will also not highlight Santa Claus during the celebration of the birth (incarnation) of Jesus. SCS will celebrate the birth and resurrection of our Savior!

Lockers

All Upper School students are assigned a locker at the beginning of each school year. Students are responsible for keeping their lockers clean, neat, and organized so that the locker closes fully. Locks are not provided by the school; however, if a student chooses to utilize a lock, it must be a combination-style lock and the combination must be provided to the Nehemiah Main Office by the first day of school or at which time the lock is placed on the locker. SCS is not responsible for locker contents.

Lost and Found

Items that are found will be 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. Parents should label children's belongings (coat, lunchbox, etc.) and check the "lost and found" if an item is missing.

Lunch Procedures

Outside Delivery

Students are not permitted to order food from any outside vendor for delivery to school. Rare exceptions may only be made with prior approval from the Administration.

Senior Lunch

The Administration may choose to implement off-campus Senior Lunch privileges. Specific dates, guidelines, requirements, and expectations will be communicated by the Administration and the appropriate permission form must be signed and on file at school before students can participate. It should be clearly stated that this activity is a privilege, not a right, and may be suspended by the Administration at any time.

Media Centers (Libraries)

Policies

The Media Centers maintain 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 exist 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 understanding 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:

1. All books and other materials are to remain in the Media Centers unless they are *checked out* by Media Center personnel.
2. Reference materials, videos, DVDs, and periodicals are not generally checked out. Exceptions can be made for overnight checkout for students whose library record is in good standing.
3. Lower school students may check out books for one week.
4. Upper School students may check out books for three weeks. They will be assessed a late fee of \$0.10 per day for overdue materials.
5. All fines for overdue, lost, or damaged materials are charged to the family'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.
6. Use of the Media Center facilities for student activities must be approved by the Library Coordinator.

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 parents 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. Failure to meet these requirements means that the student may **not** attend school, unless a religious waiver is provided and signed.

RECOMMENDED SCHEDULE (by the Department of Health and Mental Hygiene)	
Age	Vaccine
Birth	Hep B
2 months	Hep B, DTP, Hib, Polio, PCV7
4 months	DTP, Hib, Polio, PVC7
6 months	Hep B, DTP, Hib, Polio, PCV7
12 months	MMR, Varicella, PCV7
15 months	DTP, Hib
4-5 years	DTP, Polio, MMR, 2 doses of Varicella vaccine
11-12 years	DTP, Meningococcal

Our records are monitored by the State of Maryland on a yearly basis. Any time 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 (both prescription and non-prescription) if your child needs it during the school day under the following guidelines (for your child's safety):

- A Physicians Medication Order Form must be on file in the Nurse's Office. This form must be signed by the physician and parent and is valid for one school year only.
- All medications must be provided by parents in their original containers (this includes over-the-counter medications such as Motrin and Tylenol).

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 will 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 other than G must be approved by an Administrator.

School Closing / Delays / Inclement Weather

SCS will communicate school closings and delays via text message alert, email, and through WBOC and WMDT TV stations. The Administration makes independent decisions on school closings and delays based upon current and anticipated weather conditions, in order to protect the safety of our student body.

Ultimately, it is the parent's responsibility to choose when to bring their child to school. In the event of a student arriving late to school due to inclement weather (as with any late arrival to school), a parent note must be presented to the Main Office to communicate the cause of lateness.

School Hours

Classrooms Open

Upper School – 7:45 am

Lower School – 8:00 am

Pre-kindergarten – 8:00 am

Instruction Begins

Upper School – 8:00 am

Lower School – 8:15 am

Pre-kindergarten – 8:45 am

Dismissal

High School – 2:45 pm

Middle School – 3:00 pm

Pre-kindergarten and Kindergarten – 3:15 pm

First – Fifth Grades – 3:30 pm

School Property and Responsibility

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

Intentionally 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 correction.

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 permits cost \$15. Parking must occur in a designated student parking area and the car 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.

To Obtain a Parking Permit:

1. Pick up a Student Driving Packet from the Nehemiah office.
2. Return the packet to the Nehemiah 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. Approval will be decided by the Administration. To receive a permit, the applicant must be in good academic standing and must demonstrate maturity and responsibility.
4. A parking sticker will be issued upon approval.

Visitors to School

Any visitor to campus must sign in at the Nehemiah or Founders Hall offices using the Raptor sign-in system. See the office staff in Nehemiah or Founders Hall for clarification regarding the process. Parents may be permitted to visit classrooms with prior notice and approval from the teacher and/or Principal; however, parents should not distract a teacher during classroom time. A conference should be scheduled to discuss any issue later in the day or at a more appropriate time as needed. Parents, siblings (supervised by parents), and family members may visit during lunch after signing in. Pastors, school alumni, and other youth workers may be allowed to visit during lunch ONLY with prior approval; these visitors should not remain in the hallways or in classrooms as to maintain a safe and focused educational atmosphere. Any questions regarding visitation should be directed to the Administration.

Appearance and Dress Code Policies

Salisbury Christian School views our Appearance Code as an opportunity to teach students about discipline and responsibility within a community. Part of that discipline is helping SCS students understand the concepts of community standards and expectations. Salisbury Christian students are required to dress modestly and neatly, as is appropriate for the particular occasion, and in a manner that is not distracting to the learning environment or that draws undue attention to them.

Parental direction and support are necessary since the burden of supervision rests with the parents. The Appearance Code is a set of guidelines, which parents are called to support and to which students are called to adhere. However, the final decision about the appropriateness of clothing or appearance for school rests with school Administration, regardless of whether it is specifically addressed in the Appearance Code. It is the school's desire to be as consistent as possible in the enforcement of the school Appearance Code. However, it should be noted that the guidelines do not change because a student was not cited when wearing inappropriate school attire on a previous occasion.

Uniforms / Attire Guidelines

Lands' End is the official year-round supplier of all logo item uniforms for SCS. No other vendor for SCS logo items is permitted. Uniform items can be purchased by calling Lands' End directly (1-800-963-4816) or online at www.landsend.com. The Lands' End school code for SCS is 9000066879. Specialty items are also available at the SCS School Store.

Prescribed wear is to be worn on all school days and can be defined as follows:

1. *Uniform Wear* (Monday through Thursday):
 - a. All items purchased from Lands' End with prescribed wear bottoms (see below)
 - b. Outerwear and sweatshirts purchased from the SCS School Store or from current athletic teams with prescribed wear bottoms (see below)
2. *Spirit Wear* (Fridays): Jeans (blue or black) or prescribed wear bottoms with SCS spirit shirts, House shirts, or any SCS prescribed wear "top"

Throughout the year, there may be special days when the Administration will make exceptions, including, but not limited to, the following:

1. *House Spirit Days*: SCS House Shirts or solid "House-color" tops with jeans (blue or black)
2. *Out of Uniform Days*: No hats, sweatpants, holes, rips, tears, plunging necklines, tank tops, spaghetti straps, sheer tops, or bra straps showing. Length requirements for skirts and shorts (no shorter than 4" above the knee) always apply. Remember, "when in doubt, don't."
3. *Dress for Success Days*: Professional job interview attire is expected. Boys must wear a dress shirt with a tie.
4. *Senior College Spirit Days*: In recognition of their hard work and the pursuit of higher education, senior students will be permitted to wear college spirit wear after receiving acceptance to a college or university on Spirit Wear Days (Fridays). College Spirit Wear is defined as any top (t-shirt, sweatshirt, etc.) with college branding and jeans or uniform pants; all other guidelines apply. Students who commit to military service after graduation will also be permitted to wear the corresponding military branch t-shirt, sweatshirts, etc. with jeans or uniform pants.

Note: All logo items (uniform, outerwear, etc.) must contain the new maroon/gold crest, whether purchased from Lands' End or our previous uniform vendor. Items with the previous SCS logo are not permitted as part of Uniform Wear or Spirit Wear.

Tops

There are three color options available from Lands' End School Uniforms for tops: maroon, black, and white. Uniform shirts or approved SCS outerwear 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. Shirts worn under uniforms that are visible may only be white or black in color and only visible at the neckline or 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" may be purchased from Lands' End School Uniforms or from a retailer of your choice. Color options for these items are limited to khaki, navy, and black. Khaki and plaid jumpers and skirts are available for purchase through Lands' End School Uniforms. Plaid skirts and jumpers purchased from our previous uniform vendor are still permissible. Pants and shorts are to be properly fitted and worn to the waist. Belts must be worn if there are visible belt loops. Tights worn under skirts for girls are permissible in any color or pattern.

Shoes

Appropriate shoes that are clean and in good repair must be worn at all times on school property. Open-toed shoes are permitted for Upper School students. Socks are permissible in any color.

Physical Education Wear

Physical Education (P.E.) wear purchased exclusively from the SCS School Store is required for middle and high school students. This wear is only acceptable during P.E. classes.

Accessories / Trends

1. Complementary and non-distracting jewelry for girls is acceptable.
2. All shirts worn under uniform shirts must be solid white or black and must be tucked in.
3. The Administration will issue clarifying statements as trends arise.

Prohibited

1. Hats during school hours inside any building
2. Tight-fitting pants (jeggings, leggings, yoga, or knit)
3. Clothes that are ripped, torn, frayed, or have holes
4. Shorts, skirts, and skorts that are shorter than 4" above the knee
5. Sweatpants (both cotton and athletic style)
6. Visible tattoos
7. Body piercing or ear gauges
8. Earrings for boys
9. Boys' hair that covers the eyes