



# **SALEM CHRISTIAN**

A C A D E M Y

Elementary Student Handbook  
2020-2021



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**Salem Christian Academy, LLC**  
*P.O. Box 309 , Clayton, Ohio 45315*  
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**Staff**

Administrator/Principal..... Tim Kegley  
Assistant Principal..... Eric Holman  
Administrative Assistant..... Michelle Conklin, Rhonda Galvin, Jessica Manley  
Kindergarten..... Mallory Isaacs  
Kindergarten..... Annie Davis  
First Grade..... Karen Tanto  
Second Grade..... Janelle Maxwell  
Third Grade..... Sandy Seim  
Fourth Grade..... Tammy Dillak/Rachelle Tipton  
Fifth Grade..... Colleen Mihojevich  
Sixth Grade..... Melinda Potts  
Art..... Julie Todd  
Music..... Marluta Correll  
Physical Education..... Jennifer Heuker  
Librarian..... Melissa Hagstrom  
Soaring Eagles Daycare..... Darlene Shearer, Michelle Tanner, Lisa Purvis, Jessica Fugate  
Nurse..... Provided by Dayton Public Health  
Intervention Tutor..... Mallory Isaacs, Tammy Dillak, Erica Hamilton  
Communication Administrator..... Brent Kegley

Welcome  
to  
Salem Christian Academy, LLC

Dear Parents,

Welcome to a new school year at Salem Christian Academy. Our dedicated and nurturing staff are looking forward to working with you as we endeavor to meet the academic, spiritual, emotional, social, and physical needs of each student. Our goal is to convey the love of God to your child by providing a loving, caring atmosphere in addition to stimulating his or her desire to learn.

In order to maintain a smooth operation, we need the assistance of all school families. You can help us by becoming familiar with the information included in this handbook. We appreciate your careful attention to following school procedures.

We believe you will find this handbook helpful and ask that you keep it for future reference. It is our intent to clearly communicate the responsibilities of students, parents and school personnel in making Salem Christian Academy a positive learning environment. We pray you and your child have a great school year!

Sincerely,  
Mr. Kegley                      Mr. Holman  
Administrator/Principal      Assistant Administrator

**Organization:**

Salem Christian Academy was first chartered as a K-3 grade school by the Ohio Department of Education on June 13, 1988. Subsequently, each grade level was chartered as it was established. The final charter for K-6 was received November 8, 1993. SCA was re-chartered June, 2007. Our program is self-contained in grades K - 4 and students switch classes in grades 5-6. Curriculum is selected from ABeka, Bob Jones University Press, Loyola Press, McGraw Hill (Open Court) and Scott Foresman as well as various other high interest reading resources at the intermediate level. In addition, the core curriculum is supplemented by special classes in Art, Music, Physical Education, Library, and Computer Lab.

**Philosophy:**

The purpose of Salem Christian Academy is to provide a nurturing environment in which students may realize their full potential. Our goal is to help develop students academically, spiritually, emotionally, socially and physically. This will be accomplished in a stimulating environment which is characterized by acceptance of the individual student and meeting his or her needs. Our educational goals are to: (1) provide each student with the opportunity to excel academically, based upon his or her ability level; (2) teach students about God's principles for living an abundant life; (3) prepare students to ultimately cope with contemporary life in today's world; (4) help students discern their gifts and talents and develop them; (5) teach students about the environment around them and to respect it; (6) preserve and promote a positive self-image in each student.

**Mission Statement:**

"Equipping Young Leader's Hearts and Minds for Christ"

Salem Christian Academy strives to promote a positive Christ-centered atmosphere that teaches children to think and act responsibly while functioning independently and learning skills that promote group cooperation. We want to provide students opportunities to discern some of their gifts and talents and prepare them for being leaders in our community, the local church, and at home.

Being a K-6th grade program, we use the elementary years to prepare your child academically and socially for Jr High School. We want our students to be able to share the faith of their early foundations in practical ways in all areas of life. We truly believe a changed life will reflect a Christian world-view in all that we do.

### **Statement of Faith:**

Salem Christian Academy was founded and functions upon the basic fundamental principles of the Word of God and follows the historic Christian view of life as presented in the Bible.

We believe...

1. In one God - eternally existent in 3 persons: the Father, Son, Holy Spirit – who is the creator of mankind.
2. The Bible to be the inspired and only infallible authoritative Word of God.
3. That Jesus Christ, eternally one with the Father, became incarnate by the virgin birth, lived a sinless life, died for our sins, arose from the dead, ascended into heaven, and will return again in power and glory.
4. That mankind is sinful by nature and that renewed mind by the Holy Spirit is essential for salvation and for living a holy life.
5. In the resurrection of all mankind with the promise of eternal life for the believer and eternal punishment of the lost.
6. In the spiritual unity of believers in our Lord Jesus Christ.
7. That the church is the body of believers added by Christ with the mission of preaching and teaching the Gospel of salvation to the world.

### **ADMISSIONS PROCESS**

A parent(s) must subscribe to the Statement of Faith and the Parent Handbook of SCA, sign the Parental Commitment Form, and desire to cooperate with SCA to develop their child into a strong Christian.

We are seeking students and parents who exhibit the following:

- The student and the family faithfully attend a Bible-believing church.
- The student has been promoted the preceding school year or the parents are willing to have him/her repeat a grade, if deemed necessary by SCA.
- The student has a positive record of conduct, attendance, character and attitude from schools previously attended to insure adjustment at SCA.
- The student does not have a court record.

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

At this time, SCA is unable to service students who require an IEP, 504 Service Plan, or have been diagnosed with Autism or display symptoms of someone who falls within the range of the autistic spectrum, (Pervasive Developmental Disorder, etc.) These students require the integration of specialized programs and extra staffing with which we are not equipped to serve.

### **ATTENDANCE**

The Ohio Revised Code states that “every parent must send their child to school...for the full time the school is in session.” Absence and tardiness are a disruption to the education of your child.

#### **Absence(Students):**

Absence is defined as missing ½ of the morning or afternoon of the school day. Students who arrive after or leave before 11:30 will be counted absent ½ day.

Parents are responsible for student attendance in school. **If a student is absent or tardy due to illness or an emergency, a parent must call , 937-836-9910, or email, [scateachers@gmail.com](mailto:scateachers@gmail.com), the office before 9:00 A.M. to leave a message. In adherence to Alianna’s Law, if the SCA office has not been notified of a child’s**

absence, you will be contacted to ensure the safety of your child. **Any time a child is absent from school, regardless of the reason, it is counted as an absence.** A doctor's excuse or a written explanation is required after **four or more consecutive days** of absence.

**Please adhere to the 24 hour rule for both fever and vomiting. For example: If a student went home from school with a fever, or was vomiting, they should not come back to school the next day. Please allow 24 hours without fever or vomiting before sending them back to school.**

Teachers may be able to provide some of the homework for an illness related absence. The number of days allowed for make-up work is equal to the number of days missed with a limit of **FIVE** days being allowed under normal circumstances and as is feasible. If make-up work is not turned in on time, a grade of "0" will be given for that work. Responsibility for making up work lies entirely with the student. It is the parent's responsibility to go over all lessons with the child, being sure the child understands the material.

\*A ***Notification of Planned Absence Form*** for vacation/leave must be obtained **two weeks prior** to the absent period. Parents may pick up this form from the office. Last minute plans are discouraged. Adding vacation days onto the beginning or end of spring break, Christmas break or Thanksgiving is strongly discouraged. Adequate time off is given throughout the school year.

Teachers may be able to provide some of the homework for an absence, but are not required to do so. All work given in advance of vacation/leave is due on the first day of the student's return to school to receive full credit. Assignments turned in late will receive a 10% deduction per day late, with a limit of five days being allowed (under normal circumstances and as is feasible), at the end of which will result in a "0". If a previously assigned book report, research paper, or project is due during the vacation/leave time, the student must turn in said assignment(s) before leaving. Responsibility for making up work lies entirely with the student. It is the parent's responsibility to go over all lessons with the child, being sure the child understands the material covered during the planned absence.

Students missing 20 days or more per school year are in danger of repeating the grade.

#### **Tardiness:**

Tardiness is usually considered a form of rudeness and lack of adequate planning. Whenever a student enters a class late, or is dismissed early, the learning process is interrupted or delayed for all the students in the class. It is important for students to always be on time for school. Being prompt demonstrates self-discipline, responsibility and trustworthiness for both parent and child. These qualities are not only important for proper academic achievement, but they are essential for the development of positive habits in all of life.

School begins at 8:30. Therefore, a **student is late if he or she arrives in the classroom after 8:29 a.m.** When a student is late, the student is to go to the school office to check in.

#### **Tardy Penalties (within a grading period):**

**First late arrival** - issuance of a tardy pass.

**Second late arrival** - tardy pass and verbal warning.

**Third late arrival** - tardy pass and Discipline Report.

**Fourth late arrival** - tardy pass, assigned Detention and a fee assessed.

**Tardy issues exceeding this are dealt with in increasing severity.**

#### **Accepted & excused late arrivals:**

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

#### **BIRTHDAY CELEBRATIONS**

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

## **BUSING INFORMATION**

### **Reimbursement:**

Salem Christian Academy is State Chartered, therefore families are entitled to home district public school bus transportation, or monetary reimbursement if the public school does not provide transportation. Currently, Northmont Public School District provides bus transportation to SCA. Parents must retrieve and submit all reimbursement forms in order to receive this reimbursement if you live outside of this school district. If transportation is available and you choose not to use it, you are not eligible for reimbursement. Contact the school office for further information.

### **Bus Conduct:**

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

## **CHANGE OF POLICIES & PROCEDURES**

Salem Christian Academy reserves the right to change any policy or procedure at any time at its sole discretion. Reasonable notice may be given when necessary or possible.

## **CHAPEL**

Students are required to attend Chapel service with their classroom on Wednesday mornings. Chapel is designed to be an on-site worship service geared for elementary age students. No shorts or sweat shirts permitted (see **Dress Code**).

## **CODE OF CONDUCT**

Christian conduct is expected of students at all times. It is important for our students to remember they are representing Jesus Christ and Salem Christian Academy on and off campus. It is the philosophy of Salem Christian Academy that each student be provided the opportunity to have optimum growth within a nurturing and caring environment in the following areas: academic, social, emotional, physical and spiritual. It is our goal that each student learns *self-discipline* and adheres to the boundaries and guidelines of each individual classroom, as well as to general school boundaries and guidelines. In order that optimum growth takes place for each student, there needs to be a structured and orderly climate. We believe in and practice positive methods of behavior modification. Assertive discipline is used whereby each teacher outlines his or her expectations and outcomes. These expectations are in line with general school policy. We believe all students *can* behave appropriately and we *expect* all students to behave appropriately, thus allowing the teacher to teach and all students to learn. Repeat infractions may be a symptom of a deeper issue. Our goal is to encourage personal and spiritual growth and not enable behavior that is not conducive to growth. It is our desire to guarantee your child, and all students the excellent learning climate they deserve.

### **Student Behavior Expectations:**

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13.) Students shall address adults as Mr., Mrs. or Miss.
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)
4. Leave all disruptive or dangerous items at home. Threats and weapons, real or imagined, concealed or displayed, licensed or not, (except for authorized personnel) are not permissible or tolerated on our campus. Offenses of all types are handled at the discretion of the administration.
5. Refrain from public display of affection on campus. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a "hands off" policy.



6. Orderly conduct in the restrooms.
7. Observance of appropriate playground rules.
8. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
9. Avoid plagiarism, which is also a serious offense. The definition of plagiarism is “the use of another writer’s ideas or words without giving the writer credit for them.”
10. All school rules apply on all field trips and at all school-sponsored events both on the school campus and away from it.
11. No personal play items or electronics are to be brought to school, unless pre-approved by the teacher or administration.
12. Respect for person and property is expected. Damage to property may result in both discipline and financial consequences including incurring damage fees or replacement costs.
13. A student whose behavior needs to be addressed on a continual basis jeopardizes his/her privilege of attending SCA.

Each staff member is dedicated to the total development of your child; we pledge to give 100% of ourselves to that end. We believe that home and school should work together in a joint effort of love and concern for the growth of our children.

**The staff of SCA has adopted the Love and Logic approach to working with students. This approach:**

- \*Puts teachers in control
- \*Teaches kids to think for themselves
- \*Raises the level of student responsibility
- \*Prepares kids to function effectively in a society filled with temptations, decisions, and consequences.

Discipline is used to correct thinking and behavior that is contrary to Christ-like character. Each teacher has a classroom plan for maintaining discipline. When necessary, students are referred to the principal and administration.

#### **Classroom Discipline:**

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

#### **Detentions:**

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

#### **Discipline Report:**

Disciplinary Reports are sent home, via Renweb email and hardcopy for parent signature, for discipline concerns and require a parent signature.

#### **Probation Policy:**

Probation is invoked when the academic, attitude, deliberate disobedience, excessive tardiness or absences problem has become serious. The probation time gives the student an opportunity to correct the problem under the guidance of a staff member. The student on probation is scrutinized at a significantly greater level than other students.

**-Academic-**

Students performing below a 2.0 grade point average and/or failing to make a concerted effort to complete homework will be placed on Probation. A student on probation for two consecutive quarters may jeopardize his/her enrollment at SCA or affect placement for the following school year.

**-Behavioral-**

A student with an unchanged rebellious spirit or a negative attitude or influence upon other students, or who engages in continued deliberate disobedience of a teacher or of school rules will be placed on Probation. In extreme circumstances or in situations where a child or family does not desire to abide by our code of conduct, un-enrollment or withdrawal of a student may be immediate.

**Suspension:**

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

Out-of-school suspension is the removal of a student from Salem Christian Academy for a predetermined number of days. Schoolwork missed is expected to be completed and will receive half credit. SCA fully expects parents to cooperate and support the purpose of out-of-school suspensions.

**Un-enrollment:**

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

“The real character of a student is shown by what he or she does when no one is watching.”

**COMMUNICATION**

Communication is one of the keys to excellent education. We make every effort to inform our families of their child’s progress, events and activities, and of changes in procedures or policies. Listed below are the main communication tools used with our families.

**Renweb:**

SCA uses Renweb School Management Software which allows parents to view homework, grades, calendar items, etc... Email communications and text alerts are generated through Renweb to parents from SCA as well.

**Newsletter:**

SCA publishes a monthly general newsletter to inform parents and students of the upcoming month’s activities school wide. Teachers may send home periodic newsletters informing parents of detailed information as it relates to your child’s class.

**Homework Envelope:**

Third through sixth grade students bring home a weekly homework envelope. Included in the envelope are graded homework assignments and all pertinent communications to the parents. Parents must preview all papers enclosed and sign the outside of the homework envelope before the student returns it the following morning.

**Student Planner/Agenda:**

Third through sixth grade students are provided a planner/agenda for writing their assignments in. Parents should preview these regularly to stay abreast of their child’s progress and verify assignments are being completed. The planner/agenda may also be a tool with which a teacher may communicate with the parent.

**Homework Folder:**

Kindergarten through second grade students use a homework folder which carries home important papers, completed daily work and maintains current homework assignments.

**Open House and Parent Orientation:**

Evenings set aside for parents to get acquainted with the school, administration, classrooms and procedures, and your child’s teacher.

### **Parent/Teacher Conference:**

Parent/Teacher conferences are set for the fall and the spring. In addition, a parent is always welcome to schedule a conference with a teacher during the school year.

### **Parent/Student Handbook:**

Parents and students are encouraged to read the handbook carefully. The handbook states the policies and procedures of SCA and has a tear out page at the end that must be turned into the teacher. The handbook is also available at [www.SalemChristianAcademy.com](http://www.SalemChristianAcademy.com).

## **CURRICULUM POLICY**

The Curriculum Committee and librarian evaluate reading materials purchased for Salem Christian Academy either through school funds or auxiliary funds provided by the State of Ohio Department of Education. A book will be judged only against itself to be appropriate or inappropriate and, therefore, will stand by its own merit. Criteria considered when selecting any book are as follows:

1. does it promote or conflict with biblical principles
2. are family values upheld
3. are positive character qualities easily discerned
4. do characters suffer consequences for negative actions and words
5. can applications be made to real life issues or situations
6. does the book provide opportunity for the use of critical thinking skills
7. are topics and titles of a high interest level
8. is the book a mystery or does it promote the occult

## **DAYCARE/SOARING EAGLES/EXTENDED CARE**

Soaring Eagles Morning Hours:	7:15 A.M. - 8:20 A.M.
Kindergarten Extended Care	11:30 A.M. - 3:00 P.M.
Soaring Eagles Afternoon (Grades K-6):	3:00 P.M. - 5:30 P.M.

**Note: Students who arrive before 8:20 a.m. are required to go to the “Soaring Eagles” program. Teachers are not available to supervise students until 8:20.\***

Students in A.M. kindergarten who are **not picked up by 11:35** and students in 1-6<sup>th</sup> grade who are **not picked up by 3:05 P.M.** are taken to the “Soaring Eagles” extended care program.\*

*There is an additional cost for the “Soaring Eagles” extended care program.*

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

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

## **DISCRIMINATION POLICY**

*The governing board of the Salem Christian Academy, LLC, located at 6500 Southway Rd. in Clayton, OH 45315 has adopted the following racial nondiscriminatory policies: Salem Christian Academy, LLC, recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Salem Christian Academy, LLC, will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.*

## **DRESS CODE**

As a Christian school, we desire our families and overall ministry to reflect “Christ-likeness.” SCA seeks to encourage its students to think and act like Christian ladies and gentlemen. The dress code serves as a tool in fostering the academic and character development of the student. In general, students wear plain, solid color, nondescript (no logos) traditional school uniforms in the colors designated. These guidelines are **minimum** standards and are to be used to help parents and students select clothing for school. **Modesty and neatness are used as the key measurements for our dress code. The administration has the discretion to determine the “modesty & neatness” of clothing and if it fits within the standards set.**

Dress will:

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

### **General Guidelines:**

1. Students are expected to dress according to uniform/dress code from the time they arrive on campus for school until they leave the campus for the day.
2. All garments must be modest, neat and clean (no frays, holes, stains...).
3. All garments are to have a traditional fit. Oversize, tight or short styles are not permitted. Pants are to be worn at the waist (No sagging, wear a belt if needed), may be snap, button or elastic waist.
4. Skirt/dress length is to be knee length or longer. Slits are acceptable in a straight skirt from the bottom of the hem/skirt up to the knee for walking ease. Consideration should be given to the growth of your child. Parents may want to choose garments with at least a 2-inch hem for alterations, to comply with the knee length policy. Please check the skirt front and back to make sure it hits the knee appropriately. Plaids must coordinate with uniform colors.
5. All shirts are to be appropriately buttoned (all front buttons except the top one).
6. Tops must completely cover the midriff even when arms are raised.
7. On Jean Days, blue or black denim jeans or blue or black denim knee length jean shorts or skirts are permitted (no jeggings). These items must still comply with the general guidelines. SCA sweatpants and SCA shorts may be worn on Jean and Gym Days.
8. Visible tattoos and body piercing (except for girl’s earrings) are not allowed. Boys are not to wear earrings at school.
9. Logos, slogans, letters or any designs are not permitted on any clothing item. The only exception is for school logo items ordered through SCA and worn on school selected days.
10. Hairstyles are to be neat, clean, moderate, combed and in good taste. Unnatural hair colors are not permitted.
11. Minimal accessories are allowable and should be conservative, in good taste and not distracting.
12. Hats, head coverings, etc. must be removed in the building unless exempted by Administration.
13. Coats, hats and other outer apparel may be worn to and from school, but hung in the classroom during the school day. Students are permitted to wear hoodies and jackets purchased through SCA in the classroom.
14. Alterations made to uniform items for purposes other than ensuring a traditional fit may disqualify that item from compliance with the uniform dress code.

15. The principal/administration will have the final decision concerning any questionable clothing worn by a student. The principal/administration reserves the right to require any student dressed unacceptably to change clothing before attending classes.
16. *Uniform items can be purchased from any store, catalog, school supply company such as J.C. Penney, Lands' End, frenchtoast.com, educationalapparel.com, etc., as long as it meets the SCA Uniform Dress Code.*
17. Dress Code violations will be dealt with in the following manner:

**Dress Code Violations (within a grading quarter):**

**First - issuance of a dress code concern form.**

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

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

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

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

**School Day Standard Dress:**

**BOYS**

- Slacks: Solid color (navy, khaki, or black), plain (no designs or embellishments), cotton/polyester twill, flat or pleated, pants should be dockers or cargo style, traditional fit (not form fitting), and non-stretch material.
- Walking Shorts: Solid color (navy, khaki, or black), plain (no designs or embellishments), cotton/polyester twill, flat or pleated, dockers or cargo style, traditional fit (not form fitting), and non-stretch material. Length of shorts should touch the top of the knee or below. **Shorts are not permitted on chapel day.**
- Oxford Shirts: Solid color (white or light blue), plain (no designs or embellishments), button down collar, long or short sleeved.
- Knit or Dry Fit Moisture-Wicking Polo Shirts: Solid color (red, white, light blue, or navy), plain (no designs or embellishments), long/short sleeve. Shirt length cannot be longer than finger tips.
- Mock/Turtle Neck: Solid color (red, white, light blue, or navy), plain (no designs or embellishments), long sleeved only.
- Sweaters: Solid color (red, white, light blue, or navy), plain (no designs or embellishments), button zipper/cardigan, pullover, crew or V-neck, or vest type. All sweaters should be waist length.
- Sweatshirts: SCA branded only. **Sweatshirts are not permitted on chapel day.**
- Socks: Required, except with sandals.
- Shoes: Athletic shoes, dress shoes, or sandals with both an ankle and arch strap.
- Light Weight Jacket: Solid color (red, white, light blue, navy, or black), plain (no designs or embellishments), neat fitting.

**GIRLS**

- Skirt/Skort: Solid color (navy, khaki, or black), plaid (plaid must coordinate with uniform colors), plain (no designs or embellishments), flat or pleated, cotton/polyester twill. Skirts and skorts should touch the top of the knee or below. Modesty shorts with skirts should be considered for playground activities.

Jumpers/Dress:	Solid color (navy, khaki, or black), plaid (plaid must coordinate with uniform colors), plain (no designs or embellishments), flat or pleated, cotton/polyester twill or polo shirt fabric. Jumpers and dresses should touch the top of the knee or below. Modesty shorts with dresses should be considered for playground activities.
Tights/Hoses:	Solid color (navy, white, red, black, or nude), plain (no designs or embellishments).
Leggings:	Solid color (navy, white, red, or black), plain (no designs or embellishments), worn to mid calf or ankle.
Slacks:	Solid color (navy, khaki, or black), plain (no designs or embellishments), cotton/polyester twill, flat or pleated, pants should be dockers or cargo style, traditional fit (not form fitting), and non-stretch material.
Walking Shorts/ Capri's:	Solid color (navy, khaki, or black), plain (no designs or embellishments), cotton/polyester twill, flat or pleated, dockers or cargo style, traditional fit (not form fitting), and non-stretch material. Length of shorts should touch the top of the knee or below. <b><u>Shorts are not permitted on chapel day.</u></b>
Oxford Shirts/ Peter Pan collar:	Solid color (white or light blue), plain (no designs or embellishments), button down collar, long or short sleeved, or white Peter Pan collared shirt.
Knit or Dry Fit Moisture-Wicking Polo Shirts:	Solid color (red, white, light blue, or navy), plain (no designs or embellishments), long/short sleeve. Shirt length cannot be longer than finger tips.
Mock/Turtle Neck:	Solid color (red, white, light blue, or navy), plain (no designs or embellishments), long sleeved only.
Sweaters:	Solid color (red, white, light blue, or navy), plain (no designs or embellishments), button zipper/cardigan, pullover, crew or V-neck, or vest type. All sweaters should be waist length.
Sweatshirts:	SCA branded only. <b><u>Sweatshirts are not permitted in chapel services.</u></b>
Socks:	Required, except with sandals.
Shoes:	Athletic shoes, dress shoes, or sandals with both an ankle and arch strap.
Light Weight Jacket:	Solid color (red, white, light blue, navy, or black), plain (no designs or embellishments), neat fitting.

**Special Day Dress Code:**

Special alternate dress days will be scheduled. Dress standards will be established by the building principal. These should be in writing and communicated in advance so parents can be informed and students can be appropriately dressed. The expectation of traditional fit, modesty and neatness will be expected.

**ELECTRONICS**

The elementary school setting is an inappropriate place for unnecessary electronics. Electronics, including cell phones, should not be brought to school. If a student brings unapproved electronics to school, the item may be confiscated and required to be picked up by a parent.

## **EMERGENCY PROCEDURES**

Teachers are given specific instructions in order to implement rapid and safe procedures in the event of an emergency. Drills are conducted periodically to familiarize students with emergency procedures. No talking is allowed in the hall. Students are instructed to move quickly and quietly to the designated area for the appropriate drill or emergency and remain until the all clear is given.

### **School Closings:**

All announcements concerning school closings at Salem Christian Academy will be broadcast on the television station:

**WHIO/TV 7 and its website ([www.whiotv.com](http://www.whiotv.com)) under school closings.**  
**(Consider signing up for the WHIO/TV 7 cell phone text alert.)**

Please follow Salem Christian Academy announcements only.

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

Kindergarten Delay Schedule: With a one hour delay, children will arrive at 9:30 and be dismissed at the usual time of 11:30. With a two hour delay, Plan B, Kindergarten will be 10:30 – 12:30.

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

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

### **Security:**

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

7:00 am - doors 2 & 11 will admit you into the main church lobby

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

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

9:00 am – 5:30 pm – access to SCA & SCAPS is through door 9 using the security intercom system

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

## **EXTRA-CURRICULAR ACTIVITIES**

At times students of Salem Christian Academy are able to participate in extra-curricular activities scheduled after school hours. Information concerning these activities is made available to students and their families throughout the year. Please note, however, that when a child participates in an after school activity, it is the child's responsibility to get to his or her destination. Also, if a child stays after school for an activity and is not picked up from the activity on time, he or she will be sent to the "Soaring Eagles" Extended Care program.

## **FIELD TRIPS**

Field trips are taken at various times during the school year to places of educational interest and benefit of the students. Chaperones are a tremendous asset in assisting students to receive the maximum educational benefits of an off-site learning experience. We appreciate parents who take the time to support their children in their school activities. However, there are guidelines that drivers and chaperones must follow for the protection of our students and parents.

When volunteering to drive and/or chaperone a field trip, each parent will be expected to read the Driver and Chaperone Instructions form and fill out a Volunteer Driver Application Form (available in the school office). A copy of your driver's license and insurance card will need to be on file in the school office. **Under no circumstances will permission be given to drive until these forms are filled out and returned to the office.**

If reasonable and feasible, SCA will furnish **free** childcare for SCA children when parents are returning from a sibling's field trip later than the 3:00 dismissal time.

If parents participate in a field trip, they are expected to supervise a group of children. Chaperones pay their own admission to field trip activities. Any chaperone volunteer attending an overnighter with students will be required to complete a fingerprint background check. **Chaperones may not bring additional children/individuals with them to/on SCA field trips.**

### **HOMEWORK POLICY**

Homework will be regularly assigned in grades Kindergarten through six because it is an effective instructional technique. It can have positive effects on achievement, character development, and can serve as a vital link between the school and the family. A general guideline to follow for the amount of assigned homework is ten minutes per grade level. Ex. Second grade=20 minutes.

Many SCA families attend Wednesday night church activities. Teachers are strongly encouraged to assign no homework on Wednesdays that is due the next morning. In addition, it is in the best interest of family activities to assign little or no homework on Fridays that is due the following Monday. This policy does not apply to homework that has been assigned prior to Wednesday or Friday and is due the following school day.

### **LIBRARY (Accelerated Reading)**

Students go to our Library once each week with their class. Students are allowed to check out library books for a three week period beginning in second grade, however, second grade students must leave their library book in their classroom. Grade Cards are held in the office for outstanding Library books.

SCA uses an Accelerated Reading program (AR) for 3rd-6th grade students. It is a computer program used across the country to help students improve their reading comprehension skills. Students are assigned a point goal to be attained each quarter which is determined by their personal reading level. Students take a computer test after reading an AR book to test their reading comprehension. Upon successful completion of the test, points assigned to that book are accumulated. AR books with available quizzes are published on the SCA website.

### **LOST & FOUND**

The Lost and Found cubby is located just outside the Library. All items not collected at the end of each quarter are sent to area agencies such as the Goodwill or missions ministries.

### **LUNCHES**

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

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

SCA encourages nutritious eating habits and physical activity, which promotes academic success and lifelong health. Parents are not to send carbonated drinks or candy to school for their children. The church policy states that red colored drinks are not permissible, as it stains the gym floor. Students are not permitted to purchase items from the vending machines. Please send a water bottle, drink box/pouch or a thermos with your student. Some grades are permitted to bring a nutritious snack, such as fruit, which is eaten mid-morning. Teachers will communicate with parents if this applies to their student.

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

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



## MEDICATION

Ideally, all medications should be administered at home under parent supervision. Yet, there are times when medication must be taken at school. The only medication that a student is permitted to have in his/her possession is a metered dose inhaler. You must have doctor's written approval for a student to be able to have on his/her possession. State law makes it necessary for us to enforce the following policy on how we administer all medication to our students.

Any elementary student who is required to take medication during the regular school hours or the extended care hours should comply with the following school regulations:

1. SCA Student Medication Form and an Emergency Action Plan must be completed by both parent and physician to dispense any and all medication other than over-the-counter cough drops (which does not require a physician signature).
2. All medications must be in the original container with detailed instructions for taking it. Prescription medication must be in the original container showing the student's name, dosage, and how often it is to be taken.
3. Whenever possible, the medication should be brought to school by the parent/guardian. The amount of the medication brought to school should be limited to no more than a one month supply. Students found with medications on their person are subject to disciplinary action which may include suspension or expulsion.

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

## MISCELLANEOUS

Salem Christian Academy will use work/photos/videos of students in conjunction with the school's webpage, bulletin boards, media productions, Facebook, and yearbook projects. **If you do not wish for your child's work/individual photos to be posted in the above formats, as parent or guardian it will be your responsibility to contact your child's principal in writing to request that your child's work/photos/videos not be posted or displayed.**

Salem Church asks that no animals be brought into the building, except when prearranged.

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

## NON-SCHOOL PERSONS ENTERING CLASSROOMS

1. Must leave room by 8:30 so that the teacher can begin the school day on time.
2. Must report to the office during school hours before interrupting a class.
3. If picking up a student before 3:00, must sign student out in the office and present the teacher with a "early pick-up pass".
4. Non-SCA students are not permitted on campus unsupervised without prior administration approval.

## PARENT AUTHORIZATION/COMMITMENT FORM

All enrolled families have agreed to abide by the following:

I/We give permission for our child to take part in **all** school activities, including school-sponsored trips away from the school premises for the current school year. In the event my/our child becomes ill or is injured while under

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

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

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

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

- a. SCA's educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, and to maintain enrollment, I/we will support, and cooperate with the school. As the parent(s):
  1. I/We agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child(ren) or other people following the Matthew 18 principle.
  2. I/We understand that Salem Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.
- b. My/Our commitment to pay the tuition either annually or semi-annually to Salem Christian Academy or monthly via EFT electronic withdrawals. If I/we am/are unable to pay on the date established, I/we will fill out the 'EFT Adjustment Request Form' a minimum of three (3) business days prior to arrange a delay with the SCA office before the withdrawal is due. I/We further understand I/we will be liable to my/our bank for the charge of the overdraft and to Salem Christian Academy for the NSF charge they incurred and any late fees assessed.
- c. I/We further agree to the following financial policy on early withdrawal or late entry.
  1. **EARLY WITHDRAWAL:** Student withdrawals are figured on the basis of teacher contract days. The student will be billed for one month tuition fee plus each day the student is enrolled. Registration fees are non-refundable.
  2. **LATE ENTRY:** Students entering after the first official day of school are assessed tuition and classroom fees based on actual teacher contract days remaining from the beginning of the entry month. The Registration fee must be paid in full.
- d. I/We realize that all progress reports will be held until accounts are current or paid in full. School records will not be transferred if money is due Salem Christian Academy.

## **PARENT PICK UP**

### **Vehicle:**

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

**AT NO TIME ARE PARENTS TO LEAVE VEHICLES UNATTENDED AT THE CURB. ALWAYS PARK IN A DESIGNATED PARKING SPACE BEFORE LEAVING THE VEHICLE.**

If a child is to be picked up before 3:00, a note should be given to the teacher stating who will be picking up the child and at what time. **The person designated to pick up the child must check in at the office to sign the child out before going to the student's classroom.** A child leaving before 11:30 will be counted absent 1/2 day. PLEASE LIMIT EARLY PICK-UPS FOR VALID REASONS. THIS PRIVILEGE IS NOT TO BE USED ROUTINELY AS A CONVENIENCE.

It is imperative that parents inform their child's teacher in writing whenever there is any change in the child's routine. Ex: Going home with another child, staying for Soaring Eagles, being picked up by someone else, etc. PLEASE NOTE, students who live in one school district are not permitted, by law, to ride the school bus with a student who lives in a different school district. Parents must make other arrangements to get their children home under these circumstances.

In case of an emergency and an early pick up is not known in the morning, the parent should call the school before 2:30 and let office personnel know about the change. A message will be relayed to the child's teacher. Your child may be released to someone on your pickup list that is acting on your behalf.

While students/children are on campus, they are expected to walk and to remain supervised at all times. Students are not permitted to enter or re-enter a classroom unless accompanied by a teacher or SCA staff person. Access to classrooms will be denied after the teacher has left for the day (except for emergency situations: a need for eyeglasses, inhaler).

### **PAYMENT POLICY**

#### **Tuition:**

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

School session only tuition is a **YEARLY FEE**, broken down into eleven (11) equal (monthly) installments for ease of payment.

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

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

#### **Returned Checks:**

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

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

#### **Copies:**

Copies required by students can be made for a charge of \$.25 per black/white copy and \$.50 per color copy.

### **PROGRESS REPORTS**

Your child's Progress Report can be of real value to his or her growth as a student. We would like to encourage you to discuss the report with your child, ***remembering that his or her achievement should be interpreted in light of his or her ability.*** Kindergarten students will bring their Progress Reports home quarterly. All 1st-6th grade Progress Reports will be emailed through RenWeb quarterly. The elementary grading scale for Salem Christian Academy will be as follows:

## Grade K

## Grades 1 - 6

<b>O</b> - Outstanding	<b>A</b> - Superior Achievement	100 - 90
<b>S+</b> - Satisfactory Plus	<b>B</b> - Above Average Mastery of Skills	89 - 80
<b>S</b> - Satisfactory	<b>C</b> - Average Mastery of Skills	79 - 70
<b>S-</b> - Satisfactory Minus	<b>D</b> - Below Average Mastery of Skills	69 - 60
<b>N</b> - Needs Improvement	<b>F</b> - Failure to meet Minimum Requirements	59 - 0

## Art, Music, Physical Education and Writing

- O** - Exceeds basic standards or requirements
- S** - Meets basic standards or requirements
- U** - Does not meet basic standards or requirements

*Teachers have the option of using plus (+) or minus (-)*

## Christian Character Development

- + is used when a particular Biblical principle, character quality, or skill is obviously perceived as positive in your child's life.
- is used when that particular Biblical principle, character quality, or skill appears to be significantly lacking in your child's life.

## **Interims:**

It is our obligation as professionals to keep parents informed as to the academic and social progress of their child. Interims are issued mid-term of each quarter. A weekly summary of grades is automatically sent through RenWeb.

## **Honor Roll:**

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

## Criteria

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

## **RECESS**

All students (gr. 1 - 6) may have a recess time after their lunch period. Temperature, playground conditions and wind-chill factor will always be taken into consideration before students are permitted to go outside. **Parents who want their child to miss recess following an illness or other medical condition, must send in a note each day requesting that the child be excused from recess. After two days, a doctor's excuse will be necessary for a child remaining in the building when the class is having outside recess.**

During recess a supervisor is always on duty. Rules for outdoor recess will include, but not be limited to the following:

1. **Be kind and respectful in all interactions.**
2. **Follow teacher/supervisor directions at all times.**
3. **Refrain from throwing any inappropriate objects including snowballs and rocks.**
4. **Playground equipment is provided by the school. Items/toys should not be brought from home without permission from the teacher and/or administration.**
5. **No fighting, wrestling or play fighting.**
6. **Line up quickly according to classes at the announcement of the end of recess.**

**Playground Equipment Rules:**

1. When using the swing set, swing straight and do not jump out of your swing.
2. When using the slide, go up the stairs and feet first down the slide.
3. Use the playground equipment for its intended purposes.
4. K-3 students may not flip or hang upside down on any of the bars of the equipment.
5. Students may not play tag/chase games on or around the equipment.
6. No sitting on the tops of the equipment.
7. Kindergarteners use Arm Pit Slide with their arm pits only (not sitting on it).

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

**SCHOOL HOURS**

Salem Christian Academy Hours:	(Daycare)	7:15 a.m. - 8:20 a.m.
	(A.M. - K)	8:30 a.m. - 11:30 a.m.
	(K Extended Session)	11:30 a.m. - 3:00 p.m.
	(Gr. 1 - 6)	8:30 a.m. - 3:00 p.m.
	(Daycare)	3:00 p.m. - 5:30 p.m.

**VOLUNTEERS**

Our volunteer program allows parents a tangible means of involvement in the ministry of Salem Christian Academy. We would be unable to accomplish many of the programs and activities without the support and time of our volunteers. There is a sign up sheet for these many and varied items. When you receive yours, please return it as soon as possible. Please contact the volunteer coordinator or the office for further information.

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

**WITHDRAWAL**

To withdraw from Salem Christian Academy, a parent should complete a *Notification of Withdrawal Form* that is available in the school office. A parent can meet with the Principal first to discuss the situation and reason for leaving. All tuition fees continue until parents and students have completed official withdrawal procedures. A withdrawal fee of one month tuition plus the daily rate for each day the student is enrolled will be charged. Records are not released until all accounts are current and all textbooks and materials have been returned. Students who are administratively un-enrolled from SCA are not considered for re-enrollment during the current school year.

The school office will **transfer students' final records** as requests are made by student's new school. When parents request additional copies of student records beyond what is normally requested (i.e. admission to new school), SCA will charge \$1.00 per document

## **STUDENT/ PARENT COMMITMENT SECTION**

### **Lifestyle Policy Statement**

Salem Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

### **Parental Cooperation Statement**

Salem Christian Academy's educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become strained. To avoid such situations, the school requires parents enrolling their children or to maintain enrollment to affirmatively support and cooperate with the school.

As a parent: I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people, following the Matthew 18 principle. I understand that if at any time the school determines, in its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of my child(ren).

### **Acceptable Use And Internet Safety Policy For the Computer Network of Salem Christian Academy, LLC.**

Salem Christian Academy is pleased to make available to students and staff access to interconnected computer systems within the school and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. While the school's teachers and other staff will make reasonable efforts to supervise student's usage, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of Salem Christian Academy. If a student is under 18 years of age, he/she must have a parent or guardian read and sign the Policy. Listed below are the provisions of your agreement regarding computer network and Internet use. If any user violates this Policy, the student will be denied access and may be subject to additional disciplinary action. By signing this Policy, you are agreeing not only to follow the rules, but are agreeing to report any misuse of the network to a SCA staff member.

#### **ACCEPTABLE USES**

##### **A. Educational Purposes Only.**

If you have any questions as to this, please discuss your concerns with a SCA staff member.

##### **B. Unacceptable Uses of Network**

1. Violating the law or encouraging others to violate the law. Transmitting offensive or harassing messages, selling of substances; viewing, transmitting or downloading pornographic materials; intruding into other computers or networks; downloading or transmitting confidential, trade-secret information, or copy right symbols.
2. Uses that cause harm to others or damage their property. (Lying about others; uploading virus to the network).
3. Uses that jeopardize the security of other students access and of the network. (Using other student's password)
4. Uses that are for commercial transactions. Personal information should not be given over the Internet.

##### **C. Netiquette. Abide by network etiquette.**

1. Be polite. Use appropriate language. No swearing, obscenity or threatening language.
2. Avoid language that may be offensive to others (relating to gender, race, nationality, religion, etc.)
3. Forwarding of emails/attachments should have the original sender's permission.

## **INTERNET SAFETY**

### **A. General Warning; Individual Responsibility of Parents and Users: Personal Safety**

Access to electronic networks may include the potential for coming across inappropriate materials for school aged pupils. We all have responsibility to see that this does not happen. With proper instruction from home and the teacher, students can assist SCA in safeguarding our filtered network. If a student is concerned about a website, he/she should notify an SCA staff person immediately. Personal information should not be disclosed over the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for the internal administrative purposes or approved educational projects and activities.

### **B. Active Restriction Measures**

SCA and in cooperation with our Data Acquisition Site providing Internet access, utilize filtering software and other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, (3) or harmful to minors. All files shall be and remain the property of Salem Christian Academy and no user shall have any expectation of privacy regarding such materials.

## **FAILURE to Follow Policy/ Warranties & Indemnification**

The use of the Internet and Network is a privilege, not a right. A user, who violates the Policy, shall at a minimum have access to the computer network and Internet terminated. SCA makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly by any user.





*Salem Christian Academy, LLC*

**Policy Agreement Form (Signed by student and parents and returned to SCA)**

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

**The Parent/ Student Handbook**

**The Lifestyle Policy Statement**

**The Parental Cooperation Statement**

**The Acceptable Use and Internet Safety Policy for the computer network of SCA**

I hereby release and agree to indemnify and hold harmless SCA from any and all claims and damages arising from my access, use, or inability to access or use the computers or network system.

**I commit to support all SCA Staff, Administration and policies.**

**REQUIRED SIGNATURES**

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

Student Signature (4<sup>th</sup>-6<sup>th</sup> grade) \_\_\_\_\_

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