Student Handbook
2022-2023

429 S. Broad Street, Winston-Salem, NC 27101
www.salemvikings.org

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HEAD OF SCHOOL WELCOME

Hello and Welcome to Salem Baptist Christian School!

My name is Kivett Hicks, and I have the joy of serving as Senior Pastor of Salem Baptist Church, and currently I'm serving in the role of Interim Head of School for SBCS. It's exciting for me to see all that God is doing through our ministries, with SBCS being a major part of those ministries!

As a church and school, we believe it's important for students to be equipped with a quality education and a Biblical worldview that they can then take into whatever professional field in which they find themselves in life. SBCS is an important part of making sure those students are given the tools they need to succeed. We believe we can impact generations to come with the good news that Jesus freely offers eternal life to anyone who would accept him. Our students will be the ones who carry that good news to a world that is searching for value and meaning in life.

If you are a current parent or student at SBCS, thank you for your commitment to our school. If you are searching for a private Christian school, then I hope you will allow us the opportunity to show you what we're all about.

Finding and Pursuing Life in Jesus!

Pastor Kivett

PHILOSOPHY AND GOALS

Statement of Change and Coverage

Every attempt has been made to cover the most common issues at SBCS, but this handbook is not exhaustive in its contents. If any school policy changes, families will be informed through the school's website and email. Students are subject to all handbook policies while they are enrolled in SBCS.

Mission Statement

The mission of SBCS is to challenge students to achieve in an academically excellent environment while nurturing their love for and service to God and others.

Expected Student Outcomes

This is an abbreviated list of our expected student outcomes guided by Luke 2:52: "And Jesus increased in wisdom and stature, and in favor with God and men." If we are successful,

Spiritually, our students will:

- Have professed faith in Christ as Savior and model a Christ-honoring lifestyle,
- Be growing spiritually, evidencing the fruit of the Spirit in attitudes and behaviors,
- Commit their lives to God, seeking to know and obey His will for them, and
- Be biblically literate, both knowing God's Word and applying it properly.

Academically, our students will:

- Have adopted a Christian worldview through spiritually integrated academics,
- Be culturally literate and well-read, knowing what they believe and why,
- Have a desire to continue learning throughout their lives, and
- Be academically well prepared for post-secondary study or career training.

Socially, our students will:

- Relate well to others, modeling kindness, respect, compassion and forgiveness,
- Accept responsibilities of citizenship and opportunities of service willingly,
- Be accountable to others, owning responsibility for their actions and behavior, and
- Respect male-female relationships, submissive to God's instruction on moral purity.

Physically, our students will:

- Be confident and poised due to the development of physical abilities,
- Be athletically competitive with others of similar ability,
- Be well-groomed, giving proper attention to their physical bodies, and
- Display characteristic good sportsmanship.

School Philosophy

SBCS's philosophy of education is derived from its theology (***see Statement of Faith***). Our philosophy of education has five primary components:

- The ***Purpose of Education***: The purpose of education is to know and to respond to God and His Word (Prov. 1:7).
- The ***Content of Education***: The God of the Bible claims to be the Source of Truth (John 14:6). In addition to acquisition of content and skills, education is concerned with the spiritual formation of students.
- The ***Process of Education***: Education is accomplished through a professionally competent Christian teacher using instructional methods that are appropriate for the content and the student. (Deut. 6:6-7 and Prov. 22:6).
- The ***Responsibility of Education***: Parents are responsible for the education of their children (Deut. 6:6-7).
- The ***Nature of the Student***: Students are physical and spiritual beings created by God (Gen. 1:27; 2:7). Each one is a unique personality with a preferred learning style and varying levels of academic, physical, and creative ability.

School Philosophy of Discipline

Our approach to student discipline is restorative rather than punitive. Our model is our Father God who corrects those whom He loves with the goal of restoring our fellowship with Him or drawing us closer to Him. While He may allow hurtful events in our lives, His goal is always to restore us.

An approach to discipline and the practices that grow out of it, with punishment of an individual for his actions or behavior as its primary or solitary goal, is not biblical and should not be practiced in SBCS. Teachers and administrators must be

careful to avoid purely punitive responses to misbehavior or violations of classroom rules. Care must be taken to match discipline with offense consistently. It is more difficult to discipline students in a corrective manner, but it is also more effective. The goal of our discipline is to cause students to conform to our established behavioral standards that are based on Biblical principles.

Our disciplinary practices are progressive. We expect our students not to be disruptive, disrespectful, or disobedient. Admonitions and warnings will be used first to correct problem behavior. Continued disobedience will be handled with student forfeiture of privileges, parent conferences, detentions, disciplinary probation, suspensions, and finally expulsion.

Statement of Faith

We believe in:

- divine inspiration, inerrancy and authority of the Scriptures (2 Tim. 3:16-17)
- the doctrine of the Trinity as historically and scripturally maintained (Matt. 28:19)
- God the Father as Sovereign and Infinite (Jeremiah 32:17)
- the deity and humanity of Jesus Christ (John 20:28), His virgin birth (Matt. 1:18-25), His sinless life (Heb. 4:15), substitutionary death (Rom. 5:8), bodily resurrection (Luke 24), glorious ascension (Acts 1:9-11)
- total depravity of all mankind (Rom. 3:9-20)
- necessity of regeneration (John 3:3)
- baptism of the Holy Spirit placing believers into the body of Christ (Rom. 8:9-16)
- believer's baptism as a prerequisite to local church membership (Matt. 28:19-20)
- Lord’s Supper administered by the local church (Luke 22:17-20)
- local church as an autonomous body, separate from the world (Acts 2:42)
- pre-tribulational rapture of the church as the believer’s hope (1 Thes. 4:13, 17)
- resurrection of the body of all Christians concurrent with the rapture (1 Cor. 15:35-58)
- pre-millennial return of Christ to establish His literal and worldwide reign (Rev. 19:11-20:6)
- heaven of eternal duration for the saved (Matt. 25:46)
- final judgment and eternal punishment in a literal hell for the lost (2 Thes. 1:8-9).

Statement of Nondiscrimination

SBCS does not discriminate based on gender, race, color, religion, national or ethnic origin in its admissions, financial aid, educational or any school administered policies or programs. Gender as used herein does not mean sexual identity, orientation, or transgender. SBCS reserves the right to utilize pronouns which correlate with a person's God-assigned gender at birth.

The Discovery Center

Salem Baptist Christian School offers the specialized services of our Discovery Center to students who have learning and developmental differences that may impact learning, academic achievement, and social development. Parents who know (or suspect) their child has a learning or developmental delay are invited to request a conference with the Discovery Center director. There, the director will provide an overview of the program, and how the parents and school partner for the student's benefit under the program. If parents wish to pursue enrollment at the conclusion of that meeting, the director will provide information and guidance on how to pursue formal testing and evaluation that must accompany the application.

Prospective Discovery Center parents are advised to investigate their options early. The required series of tests may require several visits. Admission cannot be considered until the complete report is available and the Discovery Center staff has an opportunity to confer with teachers and administrators about our ability to meet the learner's needs.

The Discovery Center offers a variety of interventional services and supports for eligible students at every grade level. Based on a child's developmental, social, and academic capabilities, admitted students will participate in one or more of the following academic formats:

Integrated Learning: When testing and evaluation indicates that a student's needs and developmental goals are best supported by placement in the general education classroom, therapists and teachers will select the best possible grade level placement[1]. During integrated learning, students may receive as many as two 70 minute *pull-out-therapy* sessions per week with a credentialed therapist. The aim of these sessions is to help the child develop and strengthen specific cognitive capabilities. It is important to note that pull-out therapy sessions are *NOT* to be understood as tutoring sessions nor are they homework help sessions. Parents and students must agree to complete all assigned homework, to include completion of four, fifteen minute, at home Rhythmic Writing sessions per week.

Discovery Classrooms: When testing and evaluation indicates that a student is achieving significantly below typically expected grade-level expectations and would thrive best in a smaller, quieter setting where more personal attention from the teacher is available, they will be placed in one of our discovery classrooms. There is one discovery classroom for the elementary school and one in the upper school. These classrooms offer a more intimate learning experience which requires fewer transitions for the student. Students in the discovery classrooms are getting regular intervention in the classroom. For students in the discovery classrooms, teachers and FIE therapists collaborate in the development of an Instructional Plan (IP). The IP guides the student's goals for achievement and growth. These goals are regularly updated with the goal of keeping the child challenged to make regular, continuous improvement. We have seen numerous Discovery Classroom Students grow to the point that they were achieving at typical grade-level expectations by the time they graduated from high school. Some even transitioned out of the Discovery Center before graduation.

Early Discovery: All students who are admitted as new kindergarteners, first graders, and second graders at Salem Baptist Christian School receive an early diagnostic evaluation through our Search and Teach program. This assessment is aimed at identifying gaps in reading readiness skills and academic proficiency . Parents are notified of their student's assessment results, and, if indicated, they will be provided with advice on how to pursue early intervention activities which have been shown to improve specific cognitive functions that may significantly improve academic, social and self-regulatory abilities over time. The scientific research overwhelmingly supports a conclusion that earlier interventions are strongly correlated to better long-term outcomes. Early discovery usually means the student will remain in the general education classroom but can receive as many as two 35 minute pull out therapy sessions per week. While enrollment in early discovery may not be required, per se, parents are advised that their participation in and support of the earliest possible interventions for their child may ward off more pronounced developmental and

[1] Although teachers and therapists consider a combination of scientific data and personal student data, initial grade placement is not necessarily concrete - Students can be (and sometimes are) moved up or down a grade-level depending on their needs.

academic delays later.

Please note the following important details:

- Staff and resources in the Discovery Center are limited. There may be times when new enrollments are frozen for students needing Discovery Center services.
- When new enrollments are being considered, the availability of space is determined by many variables which include the child's specific needs as formal testing indicates. This is why testing must be done before an admissions determination can be made.
- While we strive to be as affordable as possible, the extra resources and specialists required to offer Discovery Center services do result in higher costs and these fees are not negotiable. Parents are encouraged to seek funding assistance from all available sources if needed.

Conclusion: The goal of the Discovery Center is to adapt the educational experience to the greatest extent possible for each child's learning needs, and for their best possible long-term outcomes. Meanwhile, a biblical view of education insists that the primary responsibility for every child's education rests with the parents/caregivers in the home. We (SBCS and its Discovery Center) are merely partners in that effort. We can help, but we cannot replace or compensate for the lack of involvement or cooperation from parents/caregivers. That is why eligibility for continued enrollment in the Discovery Center's programs is absolutely dependent upon compliance and cooperation from parents/caregivers, and their commitment to support the learning interventions prescribed. 70

Grade Determination

Generally, quarter grades are determined by 70% major grades such as tests and projects, and 30% for quizzes, daily grades, and homework. Class participation may affect daily grades. High school semester grades are determined by 45% for each quarter grade in the semester, 10% for the semester exam. Semester grades in classes that do not give exams are determined by 50% for each semester. For additional details refer to the academic policies section.

Homework

Homework must be a priority for students. They must learn to manage their time, plan the completion of assignments and remain on their tasks until they are complete. Thoughtful time should be regularly spent planning and working on the completion of major assignments to avoid the last-minute rush.

Parents must appreciate the value of homework and be in general agreement with the school's policy. Parental attitude toward homework will greatly affect the success an individual student has with his/her assignments. **Any concerns about homework assignments should always be expressed first to the teacher.**

Online Learning

SBCS education is primarily on the SBCS campus, however, there may be times for individual students or the entire student body that our education will be provided to the student through an online learning platform. Regular tuition will still apply.

Plagiarism/Cheating

SBCS expects students to be honest in all their academic work. Students are responsible for their own work. Dishonesty in homework assignments, tests, written papers or any other academic work is not acceptable. Plagiarism, regardless of intent, is the presentation of words and ideas as one's own. For example:

- A student fails to acknowledge the source (a book, article, internet site, another student's paper, etc.) of words, sentences, ideas, conclusions, examples and/or organization of an assignment;
- A student submits work done by another person, in part or whole, as one's own work;
- A student submits assignments received from commercial firms or any other person or groups;
- A student knowingly aids another student in plagiarizing an assignment as defined above;
- A student uses an e-device to cheat while in class.

Disciplinary action for cheating/plagiarism will occur according to the discipline policy.

GENERAL ACADEMIC POLICIES

Progress Reports and Report Cards

SBCS publishes a mid-quarter progress report as well as a report card at the end of each quarter. All teachers post grades and other information to the FACTS/SIS parent portal for viewing.

Reclassification / Skipping Grade Levels

SBCS does not allow reclassification for any reason. SBCS does not allow students to "skip grades". Academic ability may indicate that a student is advanced, but this is only one factor of education. The student may be adversely impacted by skipping a grade if social maturity is only consistent with chronological age. Similarly, long-range learning and performance issues may arise if the student's psychological development is merely appropriate for his/her age.

Testing

Non-public schools in North Carolina must administer a nationally standardized test to students at least once each school year. An achievement test (full battery) is administered to all students in grades 1st– 12th. A school ability test is administered to students in 2nd, 4th, 6th, 8th, and 10th. All achievement testing is done in April of each school year. **Students in grades 1-12 who are absent during testing must make up missed tests. Every effort will be made to make up tests during the achievement test week; otherwise, students may be asked to make up tests during the first week of summer school at a cost to parents.**

The PSAT/NMSQT is also administered to tenth and eleventh grade students. Students are encouraged to take either the Scholastic Aptitude Test (SAT) or the ACT in the spring of the junior year and fall of the senior year if they plan to attend a four-year college or university.

Textbooks, Resources, and School Issued Property

The texts, workbooks, and other resources used by students belong to SBCS with the exception for students in AP courses who purchase their books. Students who leave prior to the end of a school year are not entitled to keep any books or workbooks.

Students are required to cover all hardback texts but should not use stretchy covers that tend to break the book's spine or adhesive covers that cannot be removed without damaging the cover. Students will be charged if they abuse their books in a way that makes their book unusable. The charges will be 50% or 100% of the replacement cost. Books and materials that are lost, including library resources must be replaced at full replacement cost.

Students will not receive report cards, transcripts, records or a diploma if all school property is not returned and/or charges are not paid in full.

Absences

Excessive Absences

Students who are absent more than twenty days in Lower School or more than ten Upper School class periods in a school year may be retained or required to attend summer school at the discretion of the principal regardless of grades. In order for administrators to consider an exception, parents must provide information on extended / chronic illness, hospital stays or other circumstances. Habitual **unexcused** absences may result in a student being asked to withdraw.

Excused Absences

Regular student attendance is a requirement of continued enrollment. Parents can take their children out of school for any reason, but school personnel can only excuse student absences for these reasons:

- **Personal sickness or injury.** A doctor's report may be required if absences for sickness exceed ten per year, unless a chronic medical condition is indicated. Parents of students with an extended illness or hospital stay should provide documentation to school personnel.
- **Medical or dental appointments.** Whenever possible, please schedule these after school hours. A doctor's note must be submitted upon return to school for the absence to be excused.
- **Family emergency.** Example: a serious illness or death in the immediate family.
- **Personal circumstances.** Absences for unusual situations can be excused by principals when the circumstances indicate absence is reasonable to them. The request for this excused absence is usually made in advance and is considered on an individual basis. Mission trips or travel with a church or scout group will usually be excused.
- **Travel for pleasure:** Given the long summer vacation and school breaks throughout the year, students' travel for pleasure is discouraged**. These absences are unexcused without a principal's approval prior to travel. (See Upper School Attendance Policy for more information on receiving principal approval for absences)**
- **College Days.** Juniors and seniors are allowed 2 excused absences in order to visit a college campus. This trip must be pre-approved by the high school principal, and the student must return with a note from the college's admissions office that confirms the visit.

Student absences for all other reasons will be unexcused. A note or phone call from a parent is required for an absence to be excused. Absences will be unexcused until a note or call is received.

Make-up Work After Absences

Excused Absences

Students have one class period for each day missed (up to five school days) to complete make up work. Late make-up work from an excused absence will be penalized 10 points per class meeting. The make-up work could be different from the work missed. It is the student's responsibility to arrange for make-up work. Upon return from an absence, students should expect to take scheduled tests on time and turn in work assigned prior to the absence. Adjustments to this policy are at the teacher's discretion. **See the high school section for the A-Day/B-Day make-up work policy.**

Unexcused Absences

Students who receive unexcused absences may not make up any class work or quizzes. They will receive zeroes for these assignments. Grades for projects, papers or other major assignments due on the day of the unexcused absence will be reduced 15 points. Tests or exams missed due to an unexcused absence can be made up at the next class meeting with a ten-point penalty. **Students who miss a class period but are present on the same day are required to turn in all work on that day for the class missed.** Students found to be "skipping" class receive an automatic zero daily grade for each class missed and will be subject to other disciplinary action up to, and including, suspension.

Arrival of Students

Students may arrive as early as 7:40am without any childcare charge. *Non-driving* students may be dropped off on Spring Street and only within the designated drop-off area or in the Broad Street parking area. School personnel will be available in the drop-off areas to assist students and parents. Please follow their instructions to ensure student safety and smooth traffic flow. Parents who want to walk their children to the school entrance must park in the upper parking lot on Spring Street.

Students who drive to school must have a valid SBCS parking permit and may park only in designated areas. Student drivers should not be in the parking lots before 7:40am.

Departure of Students

Parents pick up students after school through lines of traffic in the upper gym parking lot. Teachers will ask for a parent ID and student name (until they can match parents with children) and call students from the gym to their waiting cars. **Parents should remain in their cars. Students must wait on the sidewalk until school personnel ensure that it is safe to walk between cars. Only families who live within walking distance may go into the gym to pick up their student(s).**

Parents may not wait for students on Spring Street or in the Broad Street parking lot in order to avoid the security check or car pick up process. Students who do not follow the prescribed rules for departure will be subject to discipline from an administrator.

Lower school pick-up will begin at 2:55pm and Upper School will begin at 3:10pm in the upper gym parking lot. All students not picked up by the end of car pick up will be taken to childcare to wait for their parents**.** Parents with both Lower and Upper School students should wait until Upper School pick-up begins to get students. Parents of students in K5-12th may sign students out before the normal dismissal time only for appointments or emergencies.

Parents may not sign students out early to avoid the student pickup routine. Parents who frequently sign students out early will be asked to meet with the appropriate principal.

When it is necessary to sign a student out early, parents must come to the office and an administrative assistant will call the student to come out of class. Parents **may not** go to classrooms to pick up students. Students not present by or leave before 11:25am are considered absent. Upper school attendance is taken in each class.

- When it is necessary to sign out a student early, **parents must come into the building** and sign the appropriate form. The front desk will then call the student to the office. Parents should not ask for the student to wait in the office or to meet parents in the parking lot. Parents should **not** go to classrooms to pick up students.
- High school student drivers may **not** sign themselves out unless they have a note from their parent/guardian, which has been confirmed by the front desk. Leaving early for an appointment requires a doctor's note upon return. Driving-age students in the junior and senior class with a parental permission letter on file, may leave school whenever their last daily class ends.

School Closings or Delays for Inclement Weather

Whenever the school is closed due to weather conditions, every effort is made to communicate this decision to television and radio stations by 6am. The school is not responsible for *when* these media outlets announce the closing on air. When morning weather conditions deteriorate quickly, a decision to delay the start of school may be made after 6:00am. Parents should make sure that school personnel are present before dropping off students.

School closing announcements are posted on www.salemvikings.org as well as text notifications.

If severe weather conditions develop during the day that require closing early, parents will be notified via text.

GENERAL STUDENT BEHAVIOR AND CONDUCT POLICIES

Behavioral Standards

Our students are expected to model behavior consistent with these five standards:

- I will love and respect others (**Romans 12:10**).
- I will obey school rules and authorities over me (**Hebrews 13:17**).
- I will accept responsibility for good behavior and attitude (**Colossians 3:8-10**).
- I will work hard to learn all I can (**2 Timothy 2:15**).
- I will use wisely all that God has given (**James 1:17**).

Based on these standards, we are expecting that all our students learn to not be disruptive in the classroom, disrespectful to other students or the teacher, or disobedient to school authorities.

Separational Standards

It is important for our students to model separational standards to honor Christ and to give no offense to other believers. We expect our students to conform to these standards in their schoolwork, creative projects, language, dress, behavior, and attitudes on or off campus. Students who violate these standards are subject to academic and/or disciplinary measures (listed below). Specifically, our **students are not** to:

- participate in any kind of sexual activity including immorality on or off campus. Affectionate contact (kissing, hugging, handholding, or other touching) between students is inappropriate at school, at school events/activities or on school property;
- use, or have in their possession, alcohol, marijuana and other illegal drugs, controlled substances, or tobacco including a personal vaporizer (e-cigarette) on or off campus;
- use cursing, crude, filthy, obscene, racially insensitive or sexually suggestive language. Our students must not participate in or make light of sinful behaviors such as homosexuality, transgenderism, sexual immorality, drunkenness, the occult, or other immoral behavior;
- use, or have in their possession, pornography or sexually suggestive materials of any kind;
- imitate or promote the music, lifestyle, and behaviors glorified by media that is not consistent with Christian living.
- display objectionable material on websites or social media such as : “TikTok”, “Facebook”, “Instagram”, “Twitter”, “SnapChat”, “YouTube”, etc.;
- bring weapons (i.e., firearms and knives) on to school property or to any school event; or
- participate in illegal activities: conduct that results in arrest or other legally imposed consequences would conflict with the school’s separational standards.

Cheating/Plagiarism

SBCS expects students to be honest in all their academic work. Students are responsible for their own work. Dishonesty in homework assignments, tests, written papers or any other academic work is not acceptable. Plagiarism, regardless of intent, is the presentation of words and ideas as one’s own. For example:

- A student fails to acknowledge the source (a book, article, internet site, another student’s paper, etc) of words, sentences, ideas, conclusions, examples and/or organization of an assignment.
- A student submits work done by another person, in part or whole, as one’s own works.
- A student submits assignments received from commercial firms or any other person or groups.
- A student knowingly aids another student in plagiarizing an assignment as defined above.
- A student uses an e-device to cheat while in class.

Disciplinary action for cheating/plagiarism will occur according to the discipline policy.

Internet Behavior

In an effort to maintain a Christ-like testimony, students at SBCS may not host or participate in content on the internet or via a mobile network that devalues or disrespects persons or biblical values. Actions, words, or content posted online or transmitted using a mobile network which is considered to be hurtful, harmful, cyber bully-like, pornographic, profane, or morally questionable may result in disciplinary action such as, but not limited to, demerits, suspensions or expulsion.

Computer Use Policy

The use of the network/internet is a privilege and may be revoked if abused. Any action by a student that is determined by SBCS to constitute an inappropriate use of the network or internet will result in disciplinary action and/or loss of access to or use of these resources. A student will be required to reimburse SBCS for any losses, costs, or damages caused by inappropriate use. SBCS will not be responsible for financial obligations arising through the unauthorized use of the system. Students must follow the teacher's instructions related to e-device use. **Please see E-device and Chromebook policy for more information.**

Dress Code Philosophy

While recognizing that true Christianity is a matter of the heart and not the outward appearance, it is nonetheless true that our appearance is important. There may be nothing "wrong" with some excluded clothing; it simply doesn't meet the desired student appearance standard. The following criteria are used in establishing the standards of our dress code:

- Propriety (suitable to the occasion and appropriate for a Christian)
- Modesty (appropriate fit)
- Neatness (clean and in good condition)

It is important for our students to help create an environment which promotes learning. Extreme styles or those styles which draw attention to oneself do not promote such an environment. We look to parents to assume responsibility for their student's conformity to the dress code and to support the school's enforcement of the dress code. ***The administration may deem specific items of clothing inappropriate even if they are not restricted.***

Dress code standards related to modesty are in effect at all school events, including school programs, performances and athletic events both home and away. Specific dress code standards can be found in the Lower School and Upper School sections of the handbook.

Dress Code Enforcement

Students may not continue to attend class while in violation of the dress code. They must correct any violation or leave school for the day. **Any** absence related to enforcement of the dress code is unexcused. Students are expected to comply immediately with teacher instructions related to dress code. All administrative decisions on dress code violations are final. ***The school administration may revise the dress code during the school year to address unforeseen dress code issues.***

LEVEL 1 VIOLATIONS	CORRECTION
Pants, jeans, shorts not worn at natural waist – boys	Wear at natural waist
Jewelry violation	Remove jewelry
Sunglasses, caps, or hats	Remove sunglasses, cap, or hats
Footwear violation	Wear shoes that conform to dress code – if none are available, parents may bring shoes, student may leave to get shoes with parent permission

Level 1 Discipline

Teachers will instruct students to correct the dress code violation. Students may be cited for Level 1 violations at any time in a school day. Any student who cannot or will not correct a dress code violation may leave school, with parent permission, or parents may take the student home. Students will receive one demerit for a Level 1 violation**.**

LEVEL 2 VIOLATIONS	CORRECTION
Shirt too short, tight, form-fitting	Change shirt or go home
Shirt: waist, shoulders, back not covered	Change shirt or go home
Inappropriate shirt	Change shirt or go home
Skirt/Dress too short, tight, form-fitting, sundress	Change skirt/dress or go home
Pants, jeans: too tight, frayed, torn, or patched	Change pants, jeans or go home
Shorts: too tight, too short	Change shorts or go home
Fad (non-traditional) hairstyle, unnatural color (colors other than blonde, brunette, or natural red), haircut needed, other hair violation	Leave school; change hairstyle or color, or get haircut before returning to school

Piercings not allowed in dress code	**Suspension and all jewelry and spacers must be immediately removed**
New tattoo while enrolled as a student	Suspended from school pending school board decision on continued enrollment

Level 2 Discipline

Teachers will scan for dress code violations initially during homeroom (though students may be cited for violations throughout the school day).

Any student with a suspected Level 2 violation will be sent to the designated school personnel who will determine whether a Level 2 violation exists. Students will receive five demerits for a Level 2 violation. Teachers will send a dress code violation form with the student to the appropriate person. If no violation exists, it will be indicated on the form and the student will be sent back to class with no penalty.

If a Level 2 dress code violation exists, principals will follow the procedures below.

- Parents will be contacted.
- Parents can bring change of clothes or take the student home or give permission for the student to leave. If a change of clothes is not provided, the student must remain in a designated area for the remainder of the day.
- If the violation is shirt-related, students may change into a school-provided shirt. Students must wear the shirt for the entire school day, including wearing it home. School-provided shirts must be returned on the next school day, clean and in good repair. A fine will be assessed if the shirt is not returned.
- Habitual level 2 violations or a parent's unwillingness to bring a change of clothes may require a student to abide by a modified dress code which could include no jeans, no shorts, etc.

Harassment and Threats of Violence

SBCS personnel will not tolerate any form of harassment on or off campus. Harassment is defined as persistent verbal or physical torment utilizing habitually cruel or overbearing comments designed to make fun of or spread rumors about fellow students. This may include bullying, cyber bullying, mocking, belittling, or encouraging exclusion and teasing that causes emotional stress. It includes sexual or racial harassment. Such actions will be the basis for disciplinary actions up to and including expulsion.

Students who feel they are victims of such actions should notify a teacher or principal immediately. Students will not suffer any retaliation for filing a complaint. Complaints will be investigated promptly. In situations of a serious accusation, the accused may be removed from the classroom until the investigation is concluded.

The responsibility of providing a safe environment is also taken seriously. Students may not bring weapons (i.e., firearms and knives) on to school property or to any school event. We will immediately investigate any threat which we are made aware of, determine its credibility and take appropriate action. A threat will be considered credible when there is reasonable evidence, determined at the sole discretion of the school administration that the threat was or might be genuine. School personnel will contact the parents and may contact local authorities. Threats that are not credible, including cases in which the student was "just kidding" or childish behavior that is consistent with the age of the child, will warrant contact with the parents and may include disciplinary actions.

Academic & Fine Arts Competitions

Students are encouraged to compete with students in other schools in various academic disciplines and the arts. A designated school employee will serve as the Competition Coordinator and will keep teachers and students informed about competition specifics. Registration fees are paid by the school. **Parents are responsible for any expenses related to regional or national level competition (transportation, lodging, food, etc.).**

Fine Arts

Students may enroll in fine arts classes. Students in these classes perform at various times during the year at assemblies, other school events, and community events. **Attendance is mandatory at these performances. Upper school students will receive a performance test grade each semester.**

Homecoming Week

The student council, along with administration, plans the annual Homecoming in January and its activities. Male and female representatives for the homecoming court from grades 9th-12th are selected prior to the Christmas break. All clothing must meet the handbook requirements for formal attire and be approved by a faculty committee, appointed in advance by the school administration. **For more information, see the Upper School Dress Code Philosophy.**

Plays and Programs

During the year, various classes produce school programs. Small class productions may also be presented at special events such as Grandparents Day, Thanksgiving Chapel, etc. Each spring the drama department produces a school play. Parents and guardians will be notified via email and SBCS master calendar located on the SBCS website when programs are scheduled, and which students are involved. Student performers' attendance is required for these events.

Student Assemblies

Student assemblies are scheduled weekly. Usually these assemblies are chapel programs in which school leaders or area pastors speak to students. Upper school students are required to bring a physical Bible to chapel each week. Student involvement in assemblies is encouraged through making announcements, introducing speakers, singing, drama presentations, and giving testimonies. Special student induction ceremonies are also planned for student assemblies.
Annual Spiritual Emphasis Weeks are scheduled each year.

GENERAL POLICIES

Accreditation

SBCS is accredited by the Association of Christian Schools International (ACSI) and Cognia (SACS/CASI).

Admission/Readmission/Reenrollment

Admission and reenrollment to SBCS is at the discretion of the administration and/or school board. Students will not be allowed to begin a new school year until the previous years' school bill has been paid in full. Students may be denied enrollment if they do not meet the academic, separational or behavior standards outlined in this handbook. Students may also be denied enrollment if parents, or other adult caregivers are uncooperative with administrators and/or the written and unwritten policies of the school. Students of families who bring legal action against SBCS will only be re-enrolled with the approval of the school board.

Bible Version

Teachers will use scholarly translations of the Bible for classroom instruction, which would include the KJV, NKJV, NASB, ESV, HCSB, CSB, NIV, and NLT. Students will be allowed to use their preferred translation from this list for verse memorization.

Closed Campus

SBCS operates as a closed campus. This means students may not leave without parent or administrative approval. It also means that there will be no visitors except the following who have checked in at the office and received a visitor pass:

- Approved parent volunteers
- Adults listed as emergency contacts
- Parents with permission to visit classrooms (including the play lot, lunchroom, and student activity areas)
- Prospective students and their parents
- Adult guests of faculty and staff

Friends and former students may not come on campus to eat lunch with students. Graduates are welcome but must have a principal's permission to eat lunch at school or visit during the school day. Parents must make arrangements at least 24 hours in advance and receive permission from teachers or administrators to visit classrooms or student activity areas during the school day. Only approved parent volunteers may have direct supervisory contact with students. Visitors to special events must remain in designated event areas.

Daily Schedule

Students in grades K4-5th grade follow their own unique class schedule. Students in grades 6th-12th follow a four-period (A-Day/B-Day) schedule. Each period is normally 90 minutes long. Specific schedules can be found on FACTS/SIS and on the school website.

Driver's Education and NC Driving Eligibility Certificates

SBCS does not sponsor a driver's education program. Parents may contact the Upper School office to receive contact information for the NC Driving School to arrange for a driver's education class. The state of North Carolina requires a Certificate of Eligibility before students can receive a permit. These certificates can be obtained only from the Upper School office with a 24-hour notice.

Field Days

Field days may be planned during the last weeks of school. Parents are encouraged to participate as class volunteers. Parents must be approved volunteers and must abide by the field trip rules for siblings, behavior and dress code. Cafeteria meals may not be available on field days.

Field Trips

Lower school students attend a variety of local field trips each year. The cost of these trips are billed to the attending student's account on FACTS/SIS. Parents who go on school field trips must pay their own trip expenses. **Parents may not bring siblings or other children. This exclusion is due to admissions limitations at some sites and potential behavior problems or distractions.** Students in 5th-12th grades pay an additional cost for extended and overnight field trips.

Field Trip Guidelines for Adults

Adults who accompany students on trips are reminded of these important guidelines:

- Must be an approved volunteer
- No smoking, drug, or alcohol use
- Dress according to school dress code
- Comply with the directions given by the supervising teachers
- Make supervising students the focus of the trip
- Inform supervising teachers before removing students from the location

Homeschool Extension

SBCS offers homeschool students the opportunity to enroll in upper school classes. Full-time SBCS students are enrolled in these classes before any available remaining spots are offered to homeschool students. Homeschool students who are accepted for these classes must meet the same age, academic, and behavioral standards required of full-time students. Homeschool students may also enroll in fine arts classes and may receive Discovery Learning therapy in the DL Extension program (which may include the lower school).

Illness

Students who are not feeling well should go to the school office for evaluation. Students may *not* sign themselves out and go home without first notifying the school office.

Please NOTE: Students who bypass this evaluation by phoning parents from their cell phones will receive demerits for violating the e-device policy.

Whenever school personnel believe it is in the best interest of a student or his/her classmates that he/she goes home, parents must make arrangements to pick him/her up within 30 minutes or inform school personnel that the student driver may leave. **Students with a temperature of 100 degrees or above may not stay at school. Students who have been ill may not return to school until 24-hours have passed without a fever or vomiting. We request parents abide by the Health Department guidelines for communicable diseases and the return to school. This will be enforced by school personnel.**

Medicine

- Any medicine dispensed at school must be accompanied by instructions and signature from a health care provider, signed in with dosage information, time of day for dispensing, and the date range for dispensing.
- Parents should deliver medicine, in original packaging, to the school office, and complete the medicine administration form or parents may send medicine, with written instructions, by the student to be delivered to the school office.
- Students on maintenance drugs should go to the school office when it is time for their medicine.
- Unused medicine will be disposed of on a timely basis.
- Only prescribed maintenance-type drugs, inhalers, and emergency allergic reaction injections may be stored at school without date range limitations. The administering form must be renewed every year.
- Lower school students may not be in possession of medicine or share medicine with others.
- Upper school students may carry over-the-counter medicine with parent permission but may not share medicine with others.
- No medication will be supplied by school personnel.

Lockers

Students in grades 6th-12th are assigned lockers to store their books, lunches, and personal belongings. Students are always strongly encouraged to keep a lock on their locker. Lockers are to be kept clean. All lockers are the property of the school and are loaned to students for their use. Lockers may be inspected at any time. Students may not tape or adhere anything to lockers, and they must not write on them or deface them in any way. Magnetic objects may be attached to the *inside* of lockers. Students are financially responsible for any repairs to damaged lockers caused by the student.

Lunch

Students may purchase meals by using the prepaid lunch account through FACTS/SIS only. Meals may *not* be charged to a student account. Students may bring their own lunches. A la carte items such as beverages and ice cream are available for purchase. Students who bring peanut items for lunch may not sit in the peanut free area of the cafeteria.

Students in K4-8th may not purchase or bring soda-type drinks for lunch or snack. Milk, juice, and water are available for purchase or as a part of the meal program lunch. Parents should pack similar beverages in lunches brought from home. Students who purchase the school lunch should not share food with other students.

Classes will be assigned to help clean the lunchroom and outside eating area on a rotating basis. Students will be responsible for cleaning tables, picking up trash on the floor, and arranging chairs.

Personal Property

Students should **not** bring the following items to school or school activities: expensive or sentimentally valuable items, electronic equipment (e.g., video games, portable music devices), pocket knives or any type of firearm. School personnel may extend this prohibition to any item that detracts from the educational environment (e.g., fad toys, sports trading cards, comic books, magazines). E-devices are allowed according to the policy. See athletic handbook under Transportation section for athlete E-device use. Any personal item that promotes alcohol, drugs or tobacco products, rock groups, crude, vulgar, suggestive, ungodly or otherwise inappropriate images or words should not be brought to school. Students must not display these inappropriate images/words with stickers, writing or artwork. Students who violate this rule will have their property confiscated and returned to their parents.

School personnel are not responsible for any items that are lost, stolen or damaged when brought to school.

Student/Teacher Ratio

If the classroom enrollment exceeds the indicated maximum listed below, the administrators may choose to close the class, open a new class, or add a teacher's aide. Bible classes may exceed the ratio when taught as a seminar.

School Level	Maximum Student/Teacher Ratio
K4	18:1
K5	15:1
1st-2nd	16:1
3rd	18:1
4th-5th	22:1
6th-8th	27:1
9th-12th	29:1
LS EC Class	9:1
Discovery Achievers	12:1

Student Telephone Use

The school office phone can only be used by students for emergency use only. Students will not be called from class for phone calls. Students may use school office phones if they are in violation of dress code and must call for someone to bring a change of clothes, or if a change in after-school activities (i.e. canceling a ball game) requires them to notify parents.

Videos

Due to copyright laws, most videos brought from home **cannot** be shown since they are intended for home use only. Teachers may show entertainment videos on special occasions if a principal approves the showing and if the school has copyright permission.

Childcare Information-SalemKids

7:00-7:40am / 3:30-6:00pm

Childcare students must check into childcare upon arrival prior to 7:40am and should **not** go to the classroom areas. Parents or designated adults must come to the childcare area to sign-out students. Parents must give their family ID number until workers and staff can match students to parents. If someone other than parents are authorized to pick up a student, they must be listed in FACTS/SIS. However, if the pick up person is not listed in FACTS/SIS, parents should send a note which includes the student's name, the authorized adult's name, and date of pick-up of the authorized person. The pickup person should be ready to show a picture ID.

Communications

The school's website, **www.salemvikings.org** and FACTS/SIS are the **primary** means of communicating with families. It is the best place to get school information such as lunch menus, school events, and calendars. All parents have access to the online parent portal through FACTS/SIS. Parents can see their student's academic performance online. Teachers update grades on a regular basis and may post major assignments online. **Our website is updated immediately whenever a school closing due to weather is made.**

Each teacher has a voice mailbox and email address in which parents may leave messages. Communication sent after 5pm on a weekday should not expect a reply until the next day. Also, communication sent after 5pm on a Friday or the day before a break should not expect a reply until the end of the next school day. Parents who have not received a response within 48 business hours should contact a principal.

Parents may schedule meetings with classroom teachers when necessary or on scheduled parent conference days. Teachers are **not** available for impromptu conferences during the student drop-off / pick-up times. If parents have an issue to discuss with a teacher, then a conference should be arranged through normal school procedures.

Fundraising

We depend upon the gifts of families, friends of the school, and community businesses to reach our Annual Fund goal. Donations to the Heritage Scholarship Fund provide tuition assistance to SBCS families who have a financial need. Interested students can participate in a fundraising sale such as discount coupon books for overnight field trips. All profit is credited to student accounts (up to the cost of the trip) based on the number of items each student sells. The school receives no profit from the fundraiser. See high school policy on overnight field trips.

Visit salemvikings.org, click "fundraising" to view all the different options to donate funds to SBCS.

Office Hours

The Upper School office is open from 7:40am-5pm on school days except for Wednesdays when it closes at 3:30pm. The Lower School office is open from 7:40am-3:30pm on school days. On professional days, the offices are open from 9am-3pm. The school offices are closed on school holidays. See the school calendar for specific dates.

Parent Concerns

SBCS utilizes the teachings of Jesus in Matthew 18:15-17 regarding conflict resolution; therefore, whenever a parent has a concern or complaint, it should be shared privately and directly with the student's teacher. If the situation cannot be resolved between the teacher and parent, then a principal will get involved.

Parent School Fellowship (PSF)

The school sponsors PSF events throughout the year. These events may include open house, parent information meetings, and volunteer committee meetings.

Parent Committees

Volunteers are organized into six committees. These committees meet at their convenience to plan the activities of their group:

- *Fall Festival* - Assist school personnel and club sponsors to organize the details of the annual Fall Festival.
- *Annual Fund* - Assist school personnel with fundraising campaigns for the school annual fund.
- *Athletic Boosters* - Assist athletic director with fundraising for the athletic department.
- *Salem Cares/Moms in Prayer* - Caregiving for SBCS families with needs. May provide assistance with meals, transportation, and support during difficult times.
- *School Appreciation* - Recognizes student achievement and performance and organizes projects for parents to show appreciation for school personnel. Activities include collecting labels, old cell phones, and printer cartridges to fund Teacher Appreciation Week and rewards for students caught being good.
- *Volunteers* - Organizes parent volunteers to assist with classroom and school-wide activities.

Parent Parking

SBCS has two parking lots on Spring Street. The upper gym lot is for parent parking in the morning and car pick-up in the afternoon with student parking in spaces provided closer to Sparks Field. The lower gym lot is for faculty and student parking with the exception of designated spaces for parents of K4.

The front parking lot on Broad Street may be used in the mornings for 6th-12th grade student *drop-off*. **Please do not park in the front lot prior to 8:15am unless you have an appointment in the school office. Please do not park on Spring Street during student drop-off between 7:30-8:15am.**

Parent Volunteers

Parent volunteers help things run smoothly at SBCS, and we are grateful for all who can be involved, especially during the school day. Due to accreditation standards, liability issues, and for the protection of our students, parents and other adults who wish to volunteer for activities that require direct contact with or supervision of students must complete the Parent Volunteer application and either submit a Criminal Record History or pay the current cost for the school to obtain that history. Parents will be notified of their approved status. The Criminal Record History is valid for 2 years.

Parties

Teachers and/or room moms will communicate with parents about holiday and room parties. See Field Trip Guidelines for sibling attendance and dress code for parents.

Visitors

For security reasons, we require **all** visitors to check in at the school office and receive a visitor's pass. Students from other schools are **not** allowed to be on campus during the school day or visit unless they are applying to enroll at SBCS and have prior permission from the principal.

FINANCIAL POLICIES

Tuition and Fees

Please consult the tuition and fee section of your enrollment packet, as well as the school website, for financial information. You may also click here to see the current list of fees and schedule of payments.

Tuition Refunds

If a student withdraws during a school year, prepaid tuition will be prorated, and a refund will be made. The annual rate will be converted to the monthly rate. Failure to pay any outstanding balance on your account may result in your account being turned over to a collection agency.

Other refund information: Childcare charges will be prorated to cover only the number of days in which a student was enrolled in Discovery Learning or attending SalemKids childcare.

No school records will be available to parents or forwarded to other schools until all charges due to SBCS have been paid. We reserve the right to have final payments made in cash. No high school credits will be awarded if there are outstanding charges payable to SBCS.

SalemKids/Extended Care

7:00 - 7:40am / 3:00 - 6:00pm

SalemKids tuition must be paid through FACTS/SIS by monthly bank draft or in a lump annual sum.

Students may arrive between 7:40-8:00am and may remain after school until car pick-up is completed without any SalemKids childcare charge. Students who must arrive before 7:40am and/or remain after car pick-up can choose from several childcare options (see the registration booklet for more information).

Students who go to after-school childcare without selecting a billing option will be charged the daily rate. Families will be charged a $1.00 late fee for every minute a child remains in childcare after 6pm. Each family has one no-charge event in case of an emergency.

Discovery Center

Each student receiving services from the Discovery Center pays additional tuition. This tuition may be paid in one annual payment or be drafted monthly from a bank account through FACTS/SIS.

Lunch Options

K5 - 12th students who want to purchase cafeteria lunches load money through FACTS/SIS to the pre-paid lunch account. Lunch for K4 students is included in their tuition during the school year but is not included on non-school days, early dismissal days, or during summer care.

General Financial Policies

All payments to SBCS must go through FACTS/SIS. Failure to pay any outstanding balance on your account may result in your account being turned over to a collection agency. ***Final report cards, achievement tests, and other school records will be held if a student account has a past due amount for any school charge.***

Suspension for Non-Payment

Students will **not** be allowed to attend class or extra-curricular events when their accounts are delinquent. Students are subject to dismissal if their account is not brought current within one week of their suspension. Students will be suspended only once during a school year for a delinquent account. A subsequent suspension for non-payment may result in the student's dismissal from the school. **Students who end a school year with a delinquent account will not be allowed to begin a new school year without settling the delinquent account.**

FACTS Grant and Financial Aid-Scholarship Funds (SF)

Scholarship Funds is our school's financial aid program. Families who qualify can receive up to 50% of their total annual tuition. To qualify, students must meet all admissions requirements and have a financial need as determined by an independent third party. To apply for SF, families complete an application process through FACTS/SIS.

SF may be used only for tuition. It may **not** be used for fees, childcare, regular Discovery Learning, lunches, past due tuition or other school charges. Once the independent third party receives your application and tax documents, they will recommend the financial aid amount to SBCS based on your need. School personnel will notify you of the SF award.

If your student is not registered, you must pay the registration fee within two weeks of this notification to receive the SF. If you do not register within this time, you could lose the financial aid since available funds could be awarded to other families. If a student withdraws during a school year, the SF award is prorated based on the time the student was enrolled. Families must apply annually to continue to receive SF in successive school years. Applications and tax information must be submitted to the appropriate source by April 15 in order for the process to be completed by the end of May. Parents who apply later than April 15, fail to have all documents to the appropriate source by April 15 may jeopardize their chance for being awarded Scholarship Funds.

Lower School policies apply to Grades K4 - 5th

Academic Awards

Academic Award of Excellence: Students in 1st-5th grade who earn all A's and E's each quarter will receive the Academic Award of Excellence. Conduct and penmanship are included in this achievement.

Principal's Honor Roll: Students in 1st-5th grade who earn all A's, E's, and S's each quarter will receive the Principal's Honor Roll. Conduct and penmanship are included in this achievement.

A-B Honor Roll: Students in 1st-5th grade who earn A's, B's, E,'s and S's each quarter will receive the A-B Honor Roll Award. Conduct and penmanship are included in this achievement.

Field Trips

Teachers use field trips to supplement, illustrate or anticipate a unit of study. **Since field trips are part of the learning process, students will receive a grade for participating in the field trip. Failure to attend may result in a zero for the day's activities.** Lower school students attend a variety of local field trips each year. The cost of these trips are billed to the attending student's account on FACTS/SIS. Parents must pay for their own trip expenses. Students in 5th grade may pay an extended field trip fee in order for students to attend more expensive and longer day field trips. Parent chaperones attending the extended field trips must pay the adult fee at the trip sign up time. The number of chaperones for each trip will be determined by the teacher. Adults who chaperone the trip are reminded of these important guidelines:

- Must be an approved parent volunteer
- No smoking, alcohol, or drug use
- Dress according to school dress code
- Comply with the directions given by the supervising teachers
- Make supervising students the focus of the trip
- Check in with supervising teachers before removing students from the location.

Parents may **not** bring siblings or other children. This exclusion is due to admissions limitations at some sites and potential behavior problems or distractions. Students may not bring music players or mobile phones on field trips except with teacher permission.

Grading

Grade Scales

The grade scales are defined as:

A+	98-100	**B+**	87-89	**C+**	77-79	**D+**	67-69
A	93-97	**B**	83-86	**C**	73-76	**D**	63-66
A-	90-92	**B-**	80-82	**C-**	70-72	**D-**	60-62
						F	59 and below

Symbol	Meaning	Description
E	Exceeds Standards	Consistently works *above* academic, class, or behavior standard
S	Meets Standards	Consistently *meets* academic, class, or behavior standard
N	Approaching Standards	*Sometimes* meets/exceeds the academic, class or behavior standard
U	Unsatisfactory	*Rarely* meets/exceeds the academic, class or behavior standard

Grades for core classes

Students in grades K5 will use the ESNU scale and students in grades 1st-5th will use the numeric scale.

Use of the E-S-N-U scale

Lower School students receive grades using the ESNU scale for these:

- Conduct for all students in grades K5-5th
- Penmanship for students in grades K5-5th

Homework

Homework must be a priority for **students**. They must learn to manage their time, plan the completion of assignments and remain on their tasks until they are complete. Time should be regularly spent planning and working on the completion of major assignments to avoid the last-minute rush.

Homework is an important part of the learning process because it extends and reviews classroom instruction. Teachers may assign homework to reinforce a lesson, drill fundamental skills, practice a learning skill or prepare for the next lesson.

Teachers will limit total homework time so students of **average ability** can finish homework assignments within these time frames:

- 30 minutes for students in grades K5-2nd
- 60 minutes for those in grades 3rd-5th
- K4-K5 teachers may suggest that parents drill phonics, math concepts, practice reading, and memorize other material

Parents and students should plan for and expect to spend more time to complete book reports and other projects. Homework assignments can be adjusted for students with diagnosed learning differences and documentation on file. Teachers will work with DL therapists to determine an appropriate load (less work or more time) and gradually increase the amount of the assignments that are completed.

NOTE: Late homework will be accepted at a 10-point academic penalty per day up to three days.

K4 Promotion

In order for K4 students to be promoted to Kindergarten they must turn 5 by August 31, pass the Kindergarten Readiness Test, and have a teacher's recommendation.

K5 - 5th Promotion

In order for a current Lower School student to be promoted to the next grade, or for a new student to be accepted into a grade level, the following criteria must be met

A student must have:

- Passed 5 of 6 core subjects (Bible, reading, ELA, math, science, and social studies). Two of the minimum four passed classes must include reading and math.
- Scored no more than one year below grade level on the reading and/or math sections of a standard achievement test. Any current or new student scoring more than one year below grade level in reading or math will be evaluated on an individual basis and may be required to repeat that grade, or additional testing/tutoring may be required for promotion/acceptance to the next grade
- No more than 20 absences. A significant number of absences for a class in a school year may cause a student to be retained or required to attend summer tutoring and retesting.

Promotion is at the discretion of the principal regardless of grades.

Absences

Excessive Absences

Students in K5-5th who are absent more than twenty days for the year may be retained, regardless of grades. If an exception is to be made, parents must provide doctor verification on extended/chronic illness, hospital stays, surgeries, or other circumstances. Habitual **unexcused** absences may result in a student being asked to withdraw.

K4 students are strongly encouraged to attend class regularly to receive the most valuable preschool experience. Attendance for K4 students is vital to achieve for the Kindergarten readiness test at the end of the year. There are no penalties for preschool tardies or absences.

Make-up Work After Excused Absences

Students have one day for each day missed (up to five school days) to complete make up work. Late make-up work from an absence will be penalized 10 points per day. The make-up work could be different from the work missed.

Arrival of Students

Students may arrive as early as 7:40am without any childcare charge. K4 students should be dropped off at the gym. Parents must walk them to the door until 8:00am. After 8:00am, they will ring the bell at the entrance of the lower school.

Students in grades K5-12th may be dropped off on Spring Street and only within the designated drop-off area. School personnel will be available in the drop-off areas to assist students and parents. Please follow their instructions to ensure student safety and smooth traffic flow.

Parents of students in K5-5th who want to walk their children into school must park in the upper parking lot on Spring Street. Parents must exit classrooms before 7:55am so that teachers may promptly begin class without distractions.

Departure of Students

Parents pick up students after school through one of five lines of traffic in the upper gym parking lot. Teachers will ask for a parent ID and student name (until they can match parents with children) and call students from the gym to their waiting cars. **Parents should remain in their cars. Do not go to the gym entrance to pick up your student. Students must wait on the sidewalk until school personnel ensure that it is safe to walk between cars. Only families who live within walking distance may go into the gym to pick up their student(s).**

Parents may not wait for students on Spring Street or in the Broad Street parking lot in order to avoid the security check or car pick up process. Students who do not follow the prescribed rules for departure will be subject to discipline from an administrator.

Student pick-up will start at 3pm. All students not picked up by the end of car pick-up will be taken to childcare to wait for their parents.

Parents with both Lower School and Upper School students should wait until Upper School pick-up begins to get students. Parents of students in K5-5th may sign students out before the normal dismissal time only for appointments or emergencies.

Tardies

Lower School students (K5-5th) are tardy if they are not in their classroom by 8:00am or if they leave before 2:40pm. Tardies are considered neither excused or unexcused. If a student exceeds a total of 10+ tardies (morning or afternoon) per semester there will be a school-imposed penalty. Students who are tardy will be warned periodically. After the 10th tardy in a semester, students will assess a $10 per tardy fee. If you acquire 21 tardies a meeting will be set up with the principal. **Any Lower School student who arrives after the 8:00am bell must check-in at the office when he/she first arrives at school**.

Disciplinary Practices

Lower School teachers create and implement a behavior tracking program for their classrooms which must be approved by the principal. Students can earn rewards and consequences for their behavior.
Possible consequences may include:

- ***Loss of Reward:*** Students are often rewarded for good behavior with a trip to the treasure box, etc. When students fail to behave they may not receive the treat or treasure until the poor behavior has improved.
- ***Time-Out:*** A student may be removed from an activity or area in order to consider the need for a change in behavior. Students will always be supervised by a teacher, secretary, or principal.
- ***Office Visit:*** Students may visit the principal when other consequences have not produced a change in behavior. Parents will be notified by the principal when this occurs..
- ***Detention:*** Students may serve detentions. Some maybe at lunch, recess, or after school. Parents will be notified prior to the after school detention.
- ***Disciplinary Probation:*** A student placed on disciplinary probation will have a specified time to correct poor behavior or attitude. At the end of the period, school personnel will evaluate the student's recent behavior and decide to lift the probation or recommend the student withdraw from the school.
- ***Suspension:*** A student who receives an in-school suspension is removed from his/her classroom and assigned to a substitute teacher who supervises as he/she completes assignments. The student may not eat in the cafeteria with other students or attend any school function. The cost is equal to the current substitute rate.
    - A student can be suspended for up to three school days with an out-of-school suspension. He/she must not come on school property nor attend any school function during the suspension period. The student will receive zeroes on all schoolwork due or assigned during the period.
- ***Expulsion:*** A student may be permanently removed from school for repeated rules violations, serious misbehavior, immoral conduct, or multiple suspensions. For serious misbehavior, immediate expulsion may result, even on the first offense. The student is suspended pending the expulsion decision by the school board**. Re-enrollment for a student who has been expelled would be a rare occurrence and only with school board approval.**

Dress Code Philosophy

While recognizing that Christianity is a matter of the heart and not the outward appearance, it is nonetheless true that our appearance is important. There may be nothing "wrong" with some excluded clothing; it simply doesn't meet the desired student appearance standard. The following criteria are used in establishing the standards of our dress code:

- **Propriety (suitable to the occasion and appropriate for a Christian)**
- **Modesty (appropriate fit)**
- **Neatness (clean and in good condition)**

It is important for our students to help create an environment which promotes learning. Extreme styles or those styles which draw attention to oneself do not promote such an environment. The administration may deem specific items of clothing inappropriate even if they are not restricted. We look to parents to assume responsibility for their student's conformity to the dress code and to support the school's enforcement of the dress code.

Dress code standards related to modesty are in effect at all school events, including school programs, performances, and athletic events both home and away.

LOWER SCHOOL BOYS' DRESS CODE	
Acceptable	Non-Acceptable
● Shirts/sweaters/sweatshirts with or without collars ● Pants, jeans or shorts that fit properly and worn at the natural waist (slim/skinny pants/jeans must be loose-fitting) ● Loose-fitting sweat pants and athletic pants ● Jeans and jean shorts ● Shorts that are within 4 inches from the top of the knee (including athletic shorts) ● Shoes that enclose the foot ● Appropriate jewelry limited to a watch, ring, bracelet or necklace ● Hair clean and neatly combed, above the shoulders, out of the face, not covering the eyes.	● Clothing that is too tight, too short, too long, or over-sized ● Fatigues or entire outfit of camouflage ● Jeans that are frayed, torn, or patched ● Exposed undergarments ● White undershirt-type t-shirts, see-through shirts ● Spandex ● Flip-flops, sandals, clogs, backless shoes ● Barefooted at school or school events ● Sunglasses, hats, or caps in class ● Chains, earrings, or piercings (gauges not allowed) ● Fad (non-traditional) hairstyle, unnatural color (colors other than blonde, brunette, or natural red), ponytail

Salem Fridays **Students are encouraged to wear SBCS clothing each Friday.**	● Clothing that promotes alcohol, tobacco products, drugs, immorality, music groups, musicians, inappropriate movies or TV shows and celebrities, or images that are obscene, crude, vulgar, ungodly or inappropriate images This includes face mask ● Anything that is counter Christian culture. If in doubt, don't wear ● "Gothic" or "grunge" clothing or paraphernalia (i.e., chains) ● Tattoos permanent or temporary; fingernail polish

LOWER SCHOOL GIRLS' DRESS CODE	
Acceptable	Non-Acceptable
● Shirts that cover waist, shoulders and back with no skin showing between top and bottom garments. ● Shirts and tops that fit properly (not form-fitting) ● Sleeveless clothing that meets modesty standards ● Turtlenecks, sweaters, and sweatshirts ● Hooded zippered apparel ● Pants, jeans or shorts that fit properly, worn at the natural waist ● Loose-fitting sweatpants and athletic pants ● **Leggings with a loose-fitting top within 6 inches from knee** ● Jeans and jean shorts ● Shorts that are within 4 inches of the knee and capris (including athletic shorts) ● Dresses and skirts that are within 4 inches of the top of the knee (including any slit) ● Shoes that enclose the foot ● Hair that is clean and neatly arranged ● Earrings limited to no more than two per ear **Salem Fridays** **Students are encouraged to wear SBCS clothing each Friday.**	● Clothing that is too tight, too short, too long, or over-sized ● Fatigues or entire outfit of camouflage ● Jeans that are frayed, torn, or patched ● Shirts that do not cover the waist ● Clothing that leaves back or shoulders bare ● Low-cut, form-fitting or see-through clothing ● Tank tops, strapless or spaghetti strap clothing worn as the top garment ● Clothing that resembles undergarments (including lingerie tops) ● Exposed undergarments ● Plain white undershirt-type t-shirts ● Spandex ● Flip-flops, sandals, clogs, backless shoes ● Barefooted at school or school events ● Piercings except for the ear (gauges not allowed) ● Sunglasses, hats, caps, scarves or bandanas in class ● Fad (non-traditional) hairstyle, unnatural color (colors other than blonde, brunette, or natural red) ● Clothing that promotes alcohol, tobacco products, drugs, immorality, music groups, musicians, inappropriate movies or TV shows and celebrities, or images that are obscene, crude, vulgar, ungodly or inappropriate images This includes face mask ● Anything that is counter Christian culture. If in doubt, don't wear ● "Gothic" or "grunge" clothing or paraphernalia (i.e., chains) ● Tattoos permanent or temporary

- ***Administration may deem specific items of clothing inappropriate even if they are not restricted.***
- ***Administration may revise the dress code during the school year to address unforeseen dress code issues.***

After-School Activities for Lower School Students

Modesty and propriety standards must be observed for all SBCS activities. Students may choose to "dress down" for after-school/after daycare events such as athletic events and Fall Festival.

Students in K4-5th grades may not be present at after school activities without a parent or supervising adult. Parents are expected to supervise their children so that they abide by these school rules for after school activities:

- Students must remain in the bleachers during ball games.
- Students are not allowed to be on the stage during games.
- Students are not allowed to be outside the gym during school events without parental supervision.
- Students are not allowed to be in the locker room area unless visiting the bathroom.

Cell Phone Policy

Lower school students are not allowed to have cellphones in class. Students who bring a device must turn it in to the office upon arrival.

Upper School – 6th - 12th

Class Schedule Requirements

All high school students must take eight classes each year, one of which may be a study hall.

Dual Enrollment

Seniors or juniors, with parental permission, may dually-enroll for classes in approved programs not offered at SBCS. **Core curriculum subjects must be taken at SBCS**. Classes successfully passed will be accepted toward graduation requirements and will count in a student's cumulative GPA. GPA points will be assigned based on honors level. Since Salem's high school schedule cannot be adapted to coincide with other programs, students may not be able to enroll in some classes FTCC offers.

Exams

High school students will take semester exams in December and May. Middle school students do **not** take exams. Exams, which count 10% of the semester average, are only given in English, social studies, math, and science. Exams are scheduled for the last two days of each semester. Students do not have to be present on exam days unless and until they have an exam. They may arrive just prior to their first exam and leave after their last exam. Students must remain in the class until the exam period is over. Any travel arrangements for leaving after an exam must be made prior to coming to school.

Exam Exemptions

Seniors may exempt their final exam if they both:

- Have a B or higher in class
- Have 6 or fewer absences

Field Trips

Teachers use field trips to supplement, illustrate or anticipate a unit of study. **Since field trips are part of the learning process, students will receive a grade for participating in the field trip. Failure to attend may result in a zero for the day's activities.** A portion of the tuition paid by students is used for most **local** field trips. This covers all **student** expenses except meals and souvenirs. Parents must pay for their own trip expenses. Students in grades 6th-7th pay an extended field trip fee in order for students to attend more expensive and longer day field trips. Students in grades 8th-12th go on overnight field trips. Parent chaperones may attend the 6th-8th grade trips only. On all overnight trips, there is additional expense for chartered transportation, lodging and meals. **This additional expense is not covered by tuition and must be paid in advance of the field trip.** Only SBCS students (no parents or adult chaperones) may participate in school-sponsored fundraising to offset the costs of their trip.

Student Participation

All Upper School students going on overnight or major field trips will receive a test grade in either science or social studies depending on the curricular nature of the trip based on conduct, participation, and assigned activities. Trip week is a regular week of school where attendance is counted. Students who do not go on these trips are required to attend school. Class schedule and activities may be modified.

Trip Expenses

Any proceeds from student fundraising are non-refundable. A deposit which equals 50% of the trip cost is due by the last school day of September. This deposit is non-refundable. In rare circumstances a principal may make refund decisions due to an emergency. **Once final payments are made no refunds are available.** Parents and students will be notified about the trip payment deadlines each year. Parents may choose to place the cost of the trip onto the school bill as long as the trip is paid for by the deadline date.

Net proceeds from school-sponsored fundraising may not be directed toward any other school charge nor designated for another student not in his/her immediate family. A student may defer net proceeds from his/her fundraising to a sibling in the current school year or proceeds will be forfeited.

GPA Admissions Requirement

Cumulative credits and GPA determine classification:

- Freshman: <6 credits; 1.7 GPA

- Sophomore: 6-13 credits; 1.8 GPA
- Junior: 13-20 credits; 1.9 GPA
- Senior: 20+ credit; 2.0 GPA

The Upper School Principal has discretion to ease this requirement if there are unusual, individual student situations that should be considered.

Academic Probation

High school students who have failed to meet the GPA requirement can be enrolled in the school at the discretion of the high school principal. If he/she believes a student can improve and maintain his/her academic standing throughout the school year, the student can be admitted on academic probation.

The grades of students on academic probation will be evaluated at each progress report. As long as satisfactory progress has been made, the student can remain in SBCS. When the first report card is issued, the **quarter** GPA will be checked. If the **quarter** GPA is not at least equal to the minimum GPA required, the student and his/her parents will be warned of the probable dismissal of the student from SBCS at the end of the next quarter if the minimum GPA requirement is not reached. Students on academic probation remain there until their **cumulative** high school GPA reaches the minimum required.

Graduation Information

Student Honors

Valedictorian: The valedictorian is the senior with the highest *cumulative* high school GPA as determined during the current school year's fourth quarter. To be eligible for valedictorian, a senior must have been enrolled at SBCS for the entire junior and senior years. The student must also maintain good moral character. Any speech by the valedictorian must be approved in advance by the Upper School Principal.

Salutatorian: The salutatorian is the senior with the second highest *cumulative* high school GPA as determined during the current school year's fourth quarter. To be eligible for salutatorian, a senior must have been enrolled at SBCS for the entire senior year. The student must also maintain good moral character. Any speech by the salutatorian must be approved in advance by the Upper School Principal.

A student receiving an ISS (in school suspension) or OSS (out of school suspension) during their senior year would disqualify them from being the Valedictorian or Salutatorian.

Junior Marshals: The four juniors with the highest cumulative high school GPA as determined during the fourth quarter will be chosen as junior marshals. These students must also maintain good moral character. Junior marshals assist seniors, faculty, and guests at graduation. They are responsible for the expense of their formal attire. Girls must wear black or white floor-length dresses. Boys must wear a black tuxedo or suit with a white shirt and dark tie.

Graduation Events

Senior Breakfast: On the morning of graduation practice, a breakfast is sponsored by the parents of the students in the senior class. **This breakfast is only for seniors, their parents, and junior marshals. Siblings and friends are specifically excluded from the senior breakfast.** Seniors and junior marshals participate in graduation practice after the breakfast. At the conclusion of graduation practice, the seniors are dismissed from school.

Senior Walk: The Senior Walk is a celebration in which soon-to-be graduates walk the hall of lower and middle school as a way of demonstrating to younger students that hard work pays off.

Junior-Senior Banquet: The junior-senior banquet is a formal event scheduled prior to graduation. Escorts may not be in grades below high school or older than 21. School administration must approve any escort who is not an SBCS student. **Girls' dresses must be approved by a faculty committee prior to the Junior-Senior Banquet.** The panel's decisions are final and not subject to appeal.

Graduation Ceremony: This ceremony is the primary graduation event. After the service, a school-sponsored

reception for the graduating class will be held in the school gymnasium. Parents are encouraged to prepare a "memory table" for their graduates. **Dress code rules apply throughout the evening.**

Seniors must pay a **graduation fee** to help cover the costs of graduation expenses (i.e. cap and gown, diploma and cover, etc.). The graduation fee does not cover any of the optional items such as invitations.

While many classes have participated in a senior prank, entering buildings or causing damage to property is not approved by the school and will be seen as trespassing and vandalism.

Grade Point Scale

Grade points are used to determine honor rolls and class rank in the high school grades. The scale follows:

Letter Grade	Average	Regular Classes	Honors Classes & Dual Enrollment	AP Classes
A+	98-100	4.3	5.3	6.3
A	**93-97**	**4.0**	**5.0**	**6.0**
A-	90-92	3.7	4.7	5.7
B+	87-89	3.3	4.3	5.3
B	**83-86**	**3.0**	**4.0**	**5.0**
B-	80-82	2.7	3.7	4.7
C+	77-79	2.3	3.3	4.3
C	**73-76**	**2.0**	**3.0**	**4.0**
C-	70-72	1.7	2.7	3.7
D+	67-69	1.3	2.3	3.3
D	**63-66**	**1.0**	**2.0**	**3.0**
D-	60-62	0.7	1.7	2.7
F	**59 and below**	**0.0**	**0.0**	**0.0**

Graduation Requirements

Students must accumulate the following 27* high school credits for graduation:

	Discovery Track*		**2-year Community College or Workforce**		**4-year NC System College/Univ. or Equivalent**	
Subject	**Credits**	**Must Include**	**Credits**	**Must Include**	**Credits**	**Must Include**
Bible	4		3		3	
English	4		4		4	
Math	3	Math I, II, III	4	Alg I, Geom, Alg II, and 4th math	4	Alg I, Geom, Alg II, and 4th math higher than Alg II
Science	2	Lab Science	3	Phy Sci, Bio, Chem	3	Phy Sci, Bio, Chem
Social Studies	4	US History, Gov/Econ	4	US Hist, Gov/Econ, World Hist, UTT	4	US Hist, Gov/Econ, World Hist, UTT
Foreign Language	0		2		2	
Writing	0		1	Writing	1	Writing
Health and PE	1	PE/Health	1	PE/Health	1	PE/Health
Required Elective	1	Senior Capstone	1	Senior Capstone	1	Senior Capstone
Electives	7		4		4	
TOTAL	**26**		**27**	***GPA of 2.0 or higher***	**27**	***GPA of 2.0 or higher***

SBCS will assist students who would anticipate graduating after the age of 20 in finding an alternative path to completing their high school diploma or its equivalence.

**Students on the Discovery Track must be enrolled in the Discovery Center Program.*

High School Course of Study

High school core subjects are organized into tracks. Once a student begins a subject track, he/she must complete the courses in that track. For example, a student who takes Algebra II or Algebra II Honors as a sophomore **must** take Pre-Calculus as his/her third math credit, unless his/her final grade was below C-. Transfer student information is located later in this section.

High School Student Classification

High school students are classified by the number of credits they have earned as they *begin* a school year or enter SBCS. The following are the requirements:

Classification	Grade	Credits	GPA	Course Requirements
Freshmen	9	< 6	1.7	
Sophomore	10	6 - 13	1.8	1 English and 1 social studies
Junior	11	13 - 20	1.9	2 English, 2 social studies, Algebra I, 1 science
Senior	12	>20	2.0	3 English, 3 social studies, 2 math, 2 science

Students must meet **all** classification requirements to be promoted to the next grade level.

Homework

- No test/homework/project may be due on the first day/class (A and B) back from Thanksgiving, Christmas, or Spring Break.
- The four-block period schedule does not lend itself well to eliminating all homework on Wednesday nights.
- Since there are limited student activities on Wednesday afternoons, students should be able to complete reasonable assignments prior to Wednesday evening church or youth meetings.
- Students are given one "homework grace" in each subject per quarter. See below for other details.
- The "homework grace" is one homework pass which makes the zero grade for that missed homework assignment not count against that quarter grade.
- Students who do not use the "homework grace" may have five points added to the lowest test grade in that quarter.
- Middle school and high school teachers must limit total nightly homework time for the average student to:
    - 70 minutes — Grades 6th-8th
    - 90 minutes — Grades 9th-12th
    - 2 hours (or more) — Honors and AP students

Homework Detention

It is the intention of the Upper School teaching staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives.

After students have used their one homework grace, failure to complete homework on time will result in an immediate lunch detention. If a student does not have the homework completed for a class that meets before lunch, they will be assigned a lunch detention to complete that homework while they are eating. If they did not complete homework for a class that meets after lunch, they will be assigned a lunch detention for the next school day. The student is required to attend lunch detention even if they complete the late homework that night at home. Students will receive a 50 for homework completed in lunch detention. Lunch detention takes place in a classroom that is supervised by a teacher. If a student fails to report to lunch detention or receives more than three lunch detention in a quarter, they will be assigned an after-school detention.

Honor Roll

Honor rolls are determined at the end of each **quarter** and eligibility is determined by letter grades. The year-end honor rolls are composed of students who have made the honor roll in all four quarters.

UPPER SCHOOL ACADEMIC POLICIES

Requirements	Middle School & High School Student
Honor Roll	No quarter grade below A or B
Principal's Honor Roll	No quarter grade below A

Honors and Advanced Placement (AP) Classes

High school students may *apply* to take honors level classes but must meet certain requirements and be accepted into the classes. These classes involve a more rigorous curriculum and the number, depth, and frequency of assignments is increased.

Advanced placement classes (AP) offer juniors and seniors the opportunity to earn college credits while still in high school. In May, the College Board exam will be taken by all AP students. The cost for the AP Exam will be added to each AP student's FACTS/SIS account. If a student scores well enough on the exam, his/her chosen college *may* issue credit for the course.

Physical Education Classes

Parents must send a note or have direct communication with the PE teacher to excuse a student from PE classes.
Students enrolled in physical education classes (grades 9th - 12th) must purchase and wear a school PE uniform to each class. The PE uniform becomes the student's property. Students in advanced PE classes must wear the school approved uniform to instructional sites off campus. PE students should change out of the PE uniform at the end of class.

Students who do not wear the school PE uniform and appropriate shoes for class will be issued a temporary uniform and still be required to participate but will receive a reduced daily grade. The temporary uniform must be laundered and returned to the PE teacher by the next class.

Advanced PE classes such as Life Sports and Weight Training have a fee that covers off campus activities.

Promotion

Middle School
In order for a student to be promoted to the next grade, or for a new student to be accepted into a grade level, the following criteria must be met.

A student must:

- Have passed 5 of 6 core subjects (Bible, English grammar, literature, math, science, social studies). **Four of the five passed must include math, science, and the 2 language arts.**
- Have scored no more than one year below grade level on the reading or math sections of a standard achievement test. Any current or new student scoring more than one year below grade level in reading or math will be evaluated on an individual basis and may be required to repeat that grade or additional testing/tutoring may be required for promotion/acceptance to the next grade
- Have no more than ten absences in a class (no more than five absences for a semester class)

High School
High school student promotion to the next grade level is primarily dependent on the number of high school credits students have earned. Students will be promoted to the next grade if they:

- Have earned the required number of high school credits
- Have no more than ten absences in a class (no more than five absences for a semester class**)**

Summer Reading Assignment

All students entering grades 6th-12th are given a summer reading assignment that must be completed before the first day of school. This assignment is an English test grade.

Summer School

Summer school is provided for the purpose of allowing students to do two extra weeks of work that will raise a failing grade for the year to a passing grade. A student must have at least a 55 average in the class to qualify for summer school. Summer school does **not** allow students to work ahead. Middle school students may enroll in summer school if

it is required for them to pass the grade. The principal will contact you if summer school is an option.

Transcripts

The guidance office prepares transcripts for seniors to accompany college applications at no charge. After the summer of your senior year graduates and former students who request transcripts must pay a $5.00 transcript fee. Transferring students do not pay a fee. Students must complete a transcript request card available in the upper school office.

Transfer Students

High school credits are earned on a class-by-class basis. All credits from accredited schools will transfer into SBCS including honors and AP level classes. Credits from a non-accredited school or a home school will be evaluated by the guidance counselor and Upper School principal. Achievement testing or end of grade testing must be present to validate credit given for course work. If testing is not available it can be arranged through SBCS. A decision regarding the awarding of credits cannot be made until testing is completed. SBCS reserves the right to deny credits from other schools and homeschool students.

Home school students who transfer into SBCS will not be given honors or AP credit unless courses were taken at a qualified institution or community college. Students transferring from schools with a 7-point scale will transfer the number grade of their institution. Transfer students may also use previously earned elective credits in place of required Bible credits; however, they must take at least one Bible class per year throughout their remaining years at SBCS.

No senior may receive the honor of Valedictorian unless he/she has attended SBCS for their entire junior and senior year. No senior may receive the honor of Salutatorian unless he/she has attended SBCS for their entire senior year.

Absences

SBCS recognizes two types of absences: excused and unexcused. An excused absence permits the student to make up any work missed during the absence. An unexcused absence does not allow the student to make up any daily work missed, while also penalizes the student 15 points on any test or project due during those absence(s).

Absences are considered unexcused until parents or doctors send a note or notify a teacher or office employee of the reason for the absence. We will accept a verbal notification from the parent or guardian, but the office employee should document the excuse. All excuse notes should be sent to the school office for inclusion in student administrative files.

An upper school student with 11 or more absences in a class, excused or unexcused, will either fail to gain credit for the class, regardless of their grades, be required to attend summer school, or complete a summer project. Parents must provide school personnel with documentation of a chronic or extended illness, hospital stays, or other circumstances which can influence a retention decision.

SBCS allows excused absences for these reasons:

- chronic illness or injury;
- death in the immediate family;
- medical or dental appointments;
- court or administrative proceedings;
- religious observances; and
- educational opportunities such as college visits as permitted by the administration

If possible, arrange in advance for absences other than those listed above so that the student can begin to make up work that will be missed. A principal may approve certain absences other than those listed above if requested at least one month in advance, preferably in writing. These cases will be reviewed by administration to determine whether the absence(s) will be excused or unexcused.

A student participating in an approved school activity away from school (such as a field trip, athletic contest, music festival, or student convention) is not considered absent.

Students not present by or who leave before 11:25am are considered absent. A student must not leave before or come after that time to be eligible to participate in extracurricular activities or athletic events on that day.

Students who have been absent should bring written explanations from their parents or guardians. If the homeroom teacher does not receive such a note, the absence is recorded as unexcused. The principal may require a statement from the student's physician about an illness.

High School Student Early Dismissal

Seniors and juniors, with written parent permission, are allowed to leave after 3rd period if 4th period is a study hall. If a student has a report card grade lower than a C or an overall GPA lower than 2.0 they will lose the privilege to not attend study hall. On days when special programs (like Grandparents' Day, Thanksgiving chapel, etc.) are scheduled, the students who normally leave early must be at school for the program, unless they have a regular employment commitment. **All students must sign out at the school office when they leave early and must leave the school campus immediately.** Loitering on school property after a student has signed out is not permitted. Freshmen and sophomores are not eligible to leave early or miss study hall. Demerits will be assigned to students who miss study hall without an excused absence.

UPPER SCHOOL ATTENDANCE POLICIES

Period Attendance

Attendance is taken at the beginning of each class. Students who miss more than 30 minutes of any part of a period will be counted absent. **Students who miss a class period but are present on the same day are required to turn in all work on that day for the class missed. Students who leave early and miss a period must turn in all work before leaving. Athletes need to be particularly careful to follow this rule.**

Tardies

Students are tardy if they are not in their homerooms by 8:00am. Tardies are considered neither excused nor unexcused. A student has 5 tardies per semester without a school-imposed penalty.

Any student who misses homeroom must check-in at the office when he/she first arrives at school. Students who habitually fail to do this may lose driving privileges or be subject to other disciplinary or academic penalties.

Excessive Tardies

Tardy #	Penalty	Tardy #	Penalty
6	1 demerit	15	2 demerits & $10 fee
7	1 demerit	16	2 demerits & $10 fee
8	1 demerit	17	2 demerits & $10 fee
9	1 demerit	18	2 demerits & $10 fee
10	1 demerit	19	2 demerits & $10 fee
11	2 demerits & $10 fee	20-24	2 demerits & $10 fee
12	2 demerits & $10 fee	20	Meeting with principal and parents
13	2 demerits & $10 fee	25	Possible Summer school for 1st period class
14	2 demerits & $10 fee		

Disciplinary Practices

Students in violation of these standards will be disciplined by the appropriate principal on an individual basis, taking into account the circumstances surrounding the situation.

- ***Loss of Reward:*** When students fail to behave properly, they may not receive the offered reward until the poor behavior has improved.
- ***Office Visit:*** Students may visit the principal when other consequences have not produced a change in behavior. Parents will be notified by the principal when this occurs.
- ***Detention:*** Students may serve lunch detention any day or after school detentions on Thursdays for 45 minutes. Parents will be notified prior to the after school detention. During detention, the student may not talk. He/she must work teacher-assigned tasks, including desk work or clean-up duties on campus. Failure to serve an assigned detention when scheduled may result in an additional detention. Saturday detention is from 8:00am - 12:00pm and the student is charged the substitute rate.
- ***Disciplinary Probation:*** A student placed on disciplinary probation will have a specified time to correct poor behavior or attitude. At the end of the period, school personnel will evaluate the student's recent behavior and decide to lift the probation or recommend the student withdraw from the school.
- ***Suspension:*** A student who receives an in-school suspension is removed from his/her classroom and assigned to a substitute teacher who supervises as he/she completes assignments. The student may not eat in the cafeteria with other students or attend any school function. The cost is equal to the current substitute rate. A student given an out of school suspension must not come on school property nor attend any school function during the suspension period. The student will receive zeroes on all schoolwork due or assigned during the period.
- ***Expulsion:*** A student may be permanently removed from school for repeated rules violations, serious misbehavior, immoral conduct, or multiple suspensions. For serious misbehavior, immediate expulsion may result, even on the first offense. The student is suspended pending the expulsion decision by the school board**.** Students who have been expelled are not allowed on campus without permission from the administration. **Reenrollment for a student who has been expelled would be a rare occurrence and only with school board approval.**
- ***Demerits***: The demerit system is a discipline strategy that allows documentation of unacceptable conduct and behavior patterns of students. Demerits in themselves are not punishment. Parents are informed after 5 demerits and at other times when discipline is applied. Demerits are given to students by teachers and administrators. The accumulation of demerits will be addressed by the principal and he or she will apply appropriate consequences. Listed below are examples of infractions and the number of demerits given for each infraction. **This is not a comprehensive list**. Demerit totals do not start over at the end of the semester. Adjustments will be made to the number of demerits given for repeated offenses.

SBCS Demerit System

SBCS students are expected to abide by the rules set forth by the teachers and administration. Since situations can vary widely, to maintain consistent standards for our students, some disciplinary action may be handled on a case-by-case basis.

Students will be held to a high standard of behavioral accountability using demerits – these demerits are not aimed at retribution, but rather are aimed at reconciliation. If a student commits an offense listed in the plan below, the student will receive demerits for the offense based on the level of infraction.

Students should carefully read the following infraction levels and ensure understanding of the rules and behaviors expected of them during their time at SBCS. The following list is compiled for your benefit in achieving a better understanding of our disciplinary system. It is not meant to be an exhaustive list. SBCS administration reserves the right to take any and all disciplinary measures that it deems appropriate as it relates to acts of misconduct on the part of our students. Offenses both on and off school grounds are enforceable by SBCS since it impacts the SBCS community as determined by the school administration.

The normal progression would include the following:

1. Agreement to follow the demerit system.
2. Verbal warning in class
3. Demerit
4. Detention (accumulation of 10 demerits)
5. In-school suspension (accumulation of 25 demerits)
6. Out-of-school suspension (accumulation of 60 demerits)
7. Dismissal from SBCS

Infraction Levels and Offenses

Level 1 - Level 1 violations will receive one (1) demerit and include, but are not limited to:

- Tardy for class
- Not prepared for class
- Disrespect toward, or belittling other members of the student body
- Disruptive behavior/minor class disruption (talking, goofing off, or any other actions that distract from learning)
- Misconduct on school transportation (Including to and from school, athletic activities, field trips, etc.)
- Food & drink in the classroom/halls (not including break or lunch)
- Disobedience (with an addendum of "prompt response")
- Forgetting to turn a cell phone off or put it away.
    - Repeated cell phone violations will warrant an increasing level of demerits.
- Using technology for non-educational purposes during class time.
- Minor dress code violations (that which can be remedied immediately).
    - Repeated minor dress code violations will warrant an increasing level of demerits.

Level 2 – Level 2 violations will receive five (5) demerits and include, but are not limited to:

- Accumulation of level one violations
- Minor academic dishonesty (1st offense w/academic penalty)
    - Cheating or copying the work of another.
    - Cases of plagiarism will receive an automatic zero on the assignment. However, teachers reserve the right to allow a resubmission of the assignment with an appropriate academic penalty.
- Horseplay (defined as having no malicious intent)
- False/misleading information to a faculty/staff member
- Disrespect/open defiance towards a teacher
- Major dress code violations (things that you would be sent home for or have new clothes brought to change).
- Use of inappropriate language, such as obscenities, vulgarity, or profanity (i.e., traditional, or new curse words, taking the Lord's name in vain, etc.)
- Inappropriate public displays of affection such as lingering hugs, hand holding, touching that demonstrates an increased familiarity with the other person, etc.
    - Inappropriate public displays of affection can occur between students of opposite sex as well as students of the same sex.
        - The school will not distinguish between displays of affection that are truly affection based and those that are done out of jest.

Level 3 – Level 3 violations will receive ten (10) demerits and include, but are not limited to:

- Accumulation of levels one and/or two violations
- Unauthorized absence from class while on school premises (i.e., skipping class).
- Continuous classroom disruption
- Violation of computer/internet policies or student personal technology policies.

Level 4 – Level 4 violations may result in an ISS (1 Day). Offenses resulting in 25 demerit issuances include, but are not limited to:

- Accumulation of levels one, two, and/or three violations
- Harassment/intimidation of members of the student body
- Intimidation of assault/threats to students.
    - The school will not distinguish between genuine threats and those that are done out of jest.
- Racially insensitive language.
    - The school will not distinguish between genuine racial insensitivity and that done out of jest.
- Fighting/mutual altercation
- Possession of sexually explicit or pornographic material

Level 5 – Level 5 violations may result in OSS or Expulsion. Offenses resulting in 60 demerit issuances or expulsion include, but are not limited to:

- Accumulation of levels one, two, three, and/or four violations.
- Alcohol/drug use, possession, or distribution.
- Arson
- Assault, intimidation, or threat toward faculty/staff, or another adult.
- Threat of deadly force against student, employee, or another adult.
- Breaking and entering, burglary, or theft.
- False fire alarm
- Sexual battery
- Sexual offenses
- Weapons possession
- Vandalism, destruction of property, or activity that may result in mutilation or destruction of property.
    - The student may also be required to pay for damages.

SUSPENSION GUIDELINES

In-School Suspension (25 demerits)

- The twenty-fifth demerit will result in a one-day in-school suspension.
- Suspensions will be served in school from 8:10 a.m. – 3:10 p.m. within two days of the offense.
- In-school suspension students must go to the school office immediately upon arrival at school.
- The student will be required to pay an ISS fee to defray the cost of hiring a suspension supervisor, who is appointed by the administrator.
- All students who have received a suspension will be barred from their next extra-curricular event including athletic practice and competition.
- When a student receives an in-school suspension, tests and quizzes may be taken for full credit.
- Homework due that day must be turned in to the suspension supervisor.
- Homework assignments for the next day may be requested from the student's teachers by the suspension supervisor.

Out-of-School Suspension Offenses (60 demerits)

- Any out of school suspension will result in a zero on quizzes and homework for the days missed and an automatic 20% deduction on tests and projects.
- Any out of school suspension will be served the day after the offense, regardless of school events, tests, or other inconveniences.
- Students who receive 60 demerits will also be removed from any sports team.

AUTOMATIC EXPULSION

For the safety and welfare of others, reasonable suspicion of any of the activities mentioned gives the school the right to examine lockers and any other school-owned property.

- Any illegal or criminal behavior
- Use, distribution, or possession of alcoholic beverages
- Use, distribution, or possession of illegal drugs
    - This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription
- Use, distribution, or possession of tobacco, e-cigarettes, or vape paraphernalia.
- Participation in sexual immorality
- Possession of a firearm on school property which is a felony and will result in dismissal
- Alcohol/drug use, possession, or distribution
- SBCS believes that buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students.
- Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at SBCS.
- The administration of SBCS reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained.
- If the parents and/or student refuse, then the student's privilege to attend SBCS will be revoked.
- **NOTE:** A student who is present when one of the above offenses takes place may be held accountable if he or she does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense herself/himself.

Desire for Reinstatement

- If expelled, a student cannot come back within the same school year and must sit out one semester.
- Any readmission is contingent upon the parents and student first meeting with the school administrator to evaluate the student's standing and attitude.
- Based on the student's standing, the school administrator may recommend that the student and the parent(s) write a request for readmission to the head of school.
- If reinstatement is granted, the student will be under a probation period that is determined by the school administration based on the severity of the situation. The probation standards are determined solely upon the discretion of the administration.

Dress Code

While recognizing that true Christianity is a matter of the heart and not the outward appearance, it is nonetheless true that our appearance is important. There may be nothing "wrong" with some excluded clothing; it simply doesn't meet the desired student appearance standard. The following criteria are used in establishing the standards of our dress code:

- Propriety (suitable to the occasion and appropriate for a Christian)
- Modesty (appropriate fit)
- Neatness (clean and in good condition)

It is important for our students to help create an environment which promotes learning. Extreme styles or those styles which draw attention to oneself do not promote such an environment. The administration may deem specific items of clothing inappropriate even if they are not restricted. We look to parents to assume responsibility for their student's conformity to the dress code and to support the school's enforcement of the dress code.

Dress code standards related to modesty are in effect at all school events, including school programs, performances, and athletic events both home and away

UPPER SCHOOL BOYS' DRESS CODE	
Acceptable	Non-Acceptable
● Shirts/t-shirts/sweaters/sweatshirts with or without collars and with sleeves ● Pants, jeans, or shorts that fit properly, are the proper color and worn at the natural waist ● Loose-fitting sweat pants and athletic pants ● Jeans and jean shorts ● Shorts that are within 4 inches of the knee, including athletic shorts ● Appropriate jewelry limited to a watch, ring, bracelet, and necklaces. ● Hair clean and neatly combed, above the shoulders, out of the face, not covering the eyes ● Sideburns trimmed at or above the bottom of the ear ● Neatly trimmed mustache or beard	● Clothing that is too tight, too short, too long, over-sized ● Shirts that are sleeveless ● T-shirts that resemble undershirts ● Fatigues or entire outfit of camouflage ● Jeans that are frayed, torn, or patched. ● Exposed undergarments ● Spandex ● Barefooted at school or school events ● Sunglasses, hats, or caps ● Earrings, or **piercings** (gauges are not allowed) ● Fad (non-traditional) hairstyle, unnatural color (colors other than blonde, brunette, or natural red), ponytail. ● Tattoos permanent or temporary ● Clothing that promotes alcohol, tobacco products, drugs, immorality, music groups, musicians, inappropriate movies or TV shows and celebrities, or images that are obscene, crude, vulgar, ungodly or inappropriate images - this includes a face mask. ● Anything that is counter Christian culture. If in doubt, don't wear it. ● "Gothic" or "grunge" clothing or paraphernalia (i.e., chains) ● Fingernail polish

UPPER SCHOOL GIRLS' DRESS CODE	
Acceptable	Non-Acceptable
● Shirts, including t-shirts and tops that are no lower than three finger widths below the collar bone (not form-fitting, covering the waist and cleavage always) ● Sleeveless clothing that meets modesty standards ● Turtlenecks and sweaters ● Hooded and non-hooded sweatshirt ● Loose-fitting sweat pants and athletic pants ● Jeans and jean shorts ● Shorts that are within 4 inches of the knee, including athletic shorts and capris ● Dresses and skirts that are within 4 inches of the top of the knee (including any slit) ● **Leggings with a loose-fitting top within 6 inches from knee**	● Jeans that are frayed, torn, or patched. ● Clothing that is too tight, too short, too long, too revealing, or over-sized ● Shirts that scoop, plunge, reveal cleavage, or do not cover the waist ● Sundresses or clothing that leaves back or shoulders bare ● Low-cut, form-fitting or see-through clothing ● Tank tops, strapless or spaghetti strap clothing worn as the top garment ● Clothing that resembles undergarments (including lingerie tops) ● Fatigues or entire outfit of camouflage ● Exposed undergarments ● Fishnet, patterned hose, or tights. ● T-shirts that resemble undershirts

● Shoes including flip-flops ● Hair that is clean and neatly arranged	● Spandex ● Barefooted at school or school events ● Sunglasses, hats, or caps ● **Piercings** except for the ear (gauges are not allowed) ● Fad (non-traditional) hairstyle, unnatural color (colors other than blonde, brunette, or natural red) ● Tattoos permanent or temporary ● Clothing that promotes alcohol, tobacco products, drugs, immorality, music groups, musicians, inappropriate movies or TV shows and celebrities, or images that are obscene, crude, vulgar, ungodly or inappropriate images - this includes a face mask. ● Anything that is counter Christian culture. If in doubt, don't wear. ● "Gothic" or "grunge" clothing or paraphernalia (i.e., chains)

- ***Administration may deem specific items of clothing inappropriate even if they are not restricted.***
- ***Administration may revise the dress code during the school year to address unforeseen dress code issues.***

Formal or Semi-formal Dress Requirements

On occasions that require formal or semi-formal attire (i.e., homecoming court representatives, the junior-senior banquet, school programs, and graduation), young ladies are expected to follow these guidelines:

- All dresses must meet the handbook requirement of being modest and loose fitting
- Appropriate bare shoulders (this means no halter tops, spaghetti straps, or strapless dresses)
- No bare back (below the armpit) or sides; back and sides must be modestly covered by material, not straps
- No tight fitting "mermaid-type" styles (modest loose-fitting mermaid-type styles may be approved)
- Modest neckline
- Shawls are optional; however, all dresses must meet the dress code <u>without</u> a shawl

Clothing for boys and girls for certain events must be approved by a faculty committee and worn as approved. If alterations are made, the dress must be re-approved by the faculty committee.

After-School Activities Dress

Modesty and propriety standards must be observed for all SBCS activities. Students may choose to "dress down" for after-school events such as athletic events and Fall Festival which means students may wear usually banned items as long as the items are proper for the event and conform to the overall standards of neat, clean, modest, and in good repair. SalemKids after-school care students must remain in the school dress code. Dress for events such as concerts, graduation, and other evening events will be announced prior to each event.

E-Device Policy

6th-12th students are allowed to have E-devices on campus with these restrictions:

Students in grades 9-12 will be issued a school-owned Chromebook. See the Chromebook policy for more details. Students in grades 9-12 may possess and use on school campus personal electronic devices only outside of class.

The school may revoke the privilege of possessing and using E-devices at any time at its sole discretion. The school is not responsible for lost, damaged, or stolen E-devices.

- E-devices may be carried by the student during the school day but must be carried in the silent mode.
- E-devices may be used by students before and after school, breaks and the lunch period.
- E-devices may not be used in any student assemblies.
- In the event of illness students must utilize the upper school office in order to facilitate parent contact and not personal E-devices. The front desk is responsible for monitoring all dismissals due to illness.
- It is never acceptable to take photos or videos of others without permission.
- E-devices should be in silent mode and out of sight in bathrooms and locker rooms.

Married Student & Pregnancy

Married students may not attend SBCS. Any student who is pregnant or a student with a child may not be enrolled. If a student becomes pregnant or causes a pregnancy while attending SBCS; SBCS retains the right to suspend or expel or withdraw.

Sexual Immorality

SBCS retains the right to refuse enrollment or to expel any students who engage in sexual immorality, including any student who is found to be sexually active including heterosexual, homosexual or bisexual activities (Leviticus 20:13, Romans 1:27, 1 Cor. 6:18).

Student Drivers and Parking

ONLY student drivers with a parking permit may drive to school. Permits are available in the school office. Permits must be displayed on any vehicle, which a student might drive to school. The first parking permit is $10.00; additional parking permits are $5.00 each. A limited number of parking spaces require that we issue permits only to seniors and juniors first. Any remaining permits will be offered to sophomores on a first-come first-serve basis. Freshmen may not park a vehicle on school property. Because our neighbors have complained about additional vehicles on the streets immediately surrounding the school property, students may not park on these streets.

A student who leaves campus without permission or without signing out in the office could lose driving privileges. Students who violate the driving and parking rules will be given a warning. A second offense will result in a $25 fine. A third offense will result in the student's driving privileges being revoked.
The following are considered violations:

- Parking in undesignated area
- Double parking
- Parking without a permit
- Recklessness, speeding, etc. on or off campus (*Privileges may be revoked on first offense*.)

Student Telephone Use

Students may not use classroom telephones. Student use of school office phones is emergency use only. Students will not be called from class for phone calls.

Students may use school office phones if they are in violation of dress code and must call for someone to bring a change of clothes, or if a change in after-school activities (e.g., canceling a ball game) requires them to notify parents.

Athletics

SBCS competes in the NCISAA (Division II) and the Tri-TAC with three seasons of boys' and girls' sports at the middle school, junior varsity and/or varsity level.

Sports	Junior Varsity & Middle School		Varsity	
Season	*Boys*	*Girls*	*Boys*	*Girls*
Fall	Soccer MS	Volleyball MS & JV	Soccer	Volleyball
			Cross Country (5-12th grade)	
Winter	Basketball MS	Basketball MS Cheerleading	Basketball	Basketball Cheerleading
Spring	Baseball MS	Soccer MS	Baseball Golf Track & Field	Soccer Softball (5-12th grade) Track & Field

Students in grades 6th-9th and any 10th graders that do not make the varsity team may try out for the junior varsity team. Students in grades 9th-12th may try out for varsity. When only a varsity team is available, students in 7th and up may try out. Students in grades 5th-8th may try out for middle school teams. Athletes must meet the school's behavioral and academic standards. **See the Athletic Handbook for more details on student participation.** Athletic assemblies are held at the end of each season to recognize the efforts of both junior varsity and varsity athletes.

Clubs and Student Groups

National Honor Society & Junior NHS	A national youth organization recognizing high moral character, leadership skills and academic achievement.
Beta Club & Junior Beta Club	A national youth organization recognizing high moral character, leadership skills and academic achievement.
Student Government	Sponsors various student activities (including pep clubs, homecoming) and represents student body to school administration
Delta Theta Chi	A service club open to high school students and is involved in individual projects associated with campus, church, and community.
Fellowship of Christian Athletes	A nationally recognized organization whose purpose is to disciple athletes in their spiritual growth, presenting them opportunities of service and evangelism
Pep Club	Functions within the student council to develop school spirit and support for school athletic teams.
Quill and Scroll	A journalism honor society for students on the yearbook staff who have distinguished themselves. Selected based on national association standards.
STEM	A science and technology club that sponsors various engineering and design competitions.
E-Gaming	An electronic gaming club that meets weekly to take part in various competitions.
Environmental	An ecological club that organizes and implements various conservational projects.

New clubs may be established if there are at least 5 students who are eligible for membership and a faculty sponsor. The club's purpose may not be in conflict with the vision, mission, and standards of the school.

College Fair and Trips

Students in grades 10th-12th are encouraged to attend a local college fair each year. The guidance office will make students in grades 10th-12th aware of regional Christian college events for prospective students. If enough students want to attend the event, school personnel will organize a trip so that SBCS students can travel together. Any costs associated with the trip will be passed to students. These "college for a day" events occur throughout the school year.

Service Hours Requirement

Because part of Salem's mission is to provide opportunities for students to serve God and others, SBCS believes this service is defined as "acts of service within the student's local community without pay or compensation." Christian service will allow them to experience the joy of the Lord through meeting the needs of others. The school will work with different organizations in the community to provide students the opportunity to complete the required service hours. Students will be given a list of approved service projects at the beginning of the year. Any project a student wants to complete that is not on the approved list must be approved by the guidance counselor or Upper School Principal. All service hours must be documented on the appropriate form.

- Salem requires students in grades 6th-12th to perform a minimum of 10 service hours per year.
- High school students who are in the National Beta Club or National Honor Societies must perform a minimum of 20 service hours per year.
- Students who fail to turn in their service hours by the second Friday in May will receive a 0 test grade in their Bible class during the 4th quarter.

Student Aides

Seniors with free periods or study halls may choose to apply to become a student aide in the office, library, or classroom. All opportunities will be filled with students who express an interest, have parental and administrative permission and maintain their grades. Contact the high school principal to apply. Students receive 1 credit for being a student aide.