

Dear Parents,

Welcome to the Shalom Christian Academy family. Decisions that affect the development of your children are the most critical decisions a family makes. The process of your child's development may bring anxiety at times, but seeing them mature spiritually, academically, and socially brings great reward.

At Shalom we strive to develop a respect for God, church, and home within all students as they grow in their academic accomplishments and expanding view of their world. The development of a total person who views the world from a biblical perspective is our primary goal.

The faculty and staff of Shalom are dedicated to support you in strengthening your family. We are truly thankful for your dedication and commitment to training your children for a life of consequence for God's Kingdom.

This parent handbook is designed to answer many of the questions parents have concerning our school.

A complete schedule of registration and tuition fees is printed in your parent handbook. Keep in mind that tuition fees cover only about 70% of the total expenses for each student. We make every effort to control costs and set our fees so the school can operate in a financially sound manner. We are committed to providing quality education at an affordable cost. Shalom is also committed to making Christian education available to all persons regardless of ability to pay. Therefore, we offer a substantial family discount rate and a student scholarship program that will help make Shalom's education affordable.

We pray that God will give you direction as you consider Christian education for your children.

In His Service,  
Angie Petersheim  
Administrator

Shalom Christian Academy is in compliance with all applicable federal regulations pertaining to non-discrimination on the basis of sex, race, color, national or ethnic origin.

Revised 1/11

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## *MISSION STATEMENT*

**To prepare and release each student for a life of consequence for the kingdom of God**

### *PURPOSE*

To fulfill our mission, Shalom Christian Academy partners with parents to:

- Cultivate a culture of excellence committed to spiritual formation, intellectual development and responsible action in preparing students to engage the world.
- Reflect the centrality of Christ and the Anabaptist principles of peacemaking, humility, service, community, whole-hearted discipleship and a Biblical worldview in policies and practices.
- Strategically pursue opportunities that expand our potential to impact students' lives.

### *CORE VALUES*

At Shalom Christian Academy we value:

- The centrality of Christ and the Scriptures as the basis for all that we do and believe.
- An education founded on Anabaptist principles that equips students for lives of consequence reflecting the character and mission of Christ.
- A love of lifelong learning, self-discipline and spiritual disciplines that will serve students throughout their lives.
- Positive peer mentoring relationships as a model for community growth.
- The individual student and their God-given potential.
- Teachers who recognize and respond with excellence to their responsibilities as well-prepared creative instructors, biblical role models and caring mentors.
- An excellent, multi-dimensional curriculum that engages our students.
- Critical thinking that allows students to address important issues regarding faith and life.
- A family-oriented educational environment.
- Strong partnerships with parents.
- The spirit of community, service and volunteerism.
- Quality Christian schooling to all families committed to a Christian education experience.

***PARENT COMMITMENT***

In signing an application, we acknowledge the following:

1. Our personal acceptance of and commitment to Jesus Christ as Lord and Savior.
2. Our commitment to participate in the Christian education of our son or daughter with regular attendance at a church as a family and by exemplifying Christian principles of life in our home.
3. Our support of the By-Laws and Policies of Shalom
4. Our commitment to support the Parent Teacher Fellowship.
5. Our commitment to pay tuition on time in addition to giving financially beyond our family's obligations as the Lord enables, recognizing that tuition only covers part of the total operating expense of the school.
6. Our commitment to pray for students, faculty and administration of Shalom.
7. Our cooperation to avoid making doctrinal controversy and denominationalism points of contention. (Romans 13:8-10, I Cor. 12:12-14; 13:1-13; Gal. 5:13-15, 25, 26; Eph. 4:1-7).
8. Our commitment that if our child should become involved in any trouble or we disagree with a policy set by the school, we will, without complaint to others and in the spirit of meekness, register only necessary differences with the teacher, appropriate administrator or Board Chairman.  
(Matt. 18:15-17), (See Reconciliation Agreement on the following page.)
9. In the event our child becomes ill or is injured while under school supervision, we authorize the school authorities to take the following steps:
  - (a) contact a parent of the student and follow his/her instructions
  - (b) in the event neither parent can be reached, call the emergency number on file
  - (c) contact the student's physician and follow his/her instructions
  - (d) if the student's physician cannot be reached, to contact, in their own discretion, a licensed practicing physician and to follow his/her instruction.

## ***RECONCILIATION AGREEMENT***

The following agreement is entered into between the School, the Staff, and the Parents:

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the *Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation* as printed in the Christian Conciliation Handbook.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

## ***GENERAL INFORMATION***

### **I. Accreditation**

Shalom Christian Academy has been accredited by the Association of Christian Schools International since 1985 and the Middle States Association of Colleges and Schools since 1999.

### **II. Spiritual Expectations**

- A. Parents shall express, in writing, their agreement with our By-Laws and Christian Philosophy of Education and re-affirm this agreement at the beginning of each school year.
- B. Incoming students above the sixth grade shall express their personal desire to transfer to the Shalom Christian Academy.

### **III. Academic Expectations**

- A. Admittance into Shalom Christian Academy is the prerogative of the school and will be determined by previously transferred records, administration of a standardized test, and the school's ability to meet the needs of the student.

- B. Incoming students will be administered a standardized achievement test and shall attain an average or better rating. Exceptions will be made only if a careful study of all factors will warrant it.
- C. Shalom will request a transcript of academic achievement as well as department ratings from students transferring from other schools.
- D. Shalom Christian Academy seeks to provide education for our students that challenges them to continual learning. Students are taught using materials and information which are grade appropriate or higher. Through our Learning Enrichment and Resource Room, Shalom may be able to teach the student with learning disabilities, the student who needs supported learning and the gifted student. Shalom reserves the right to determine whether or not it is able to provide an appropriate education for a particular student.

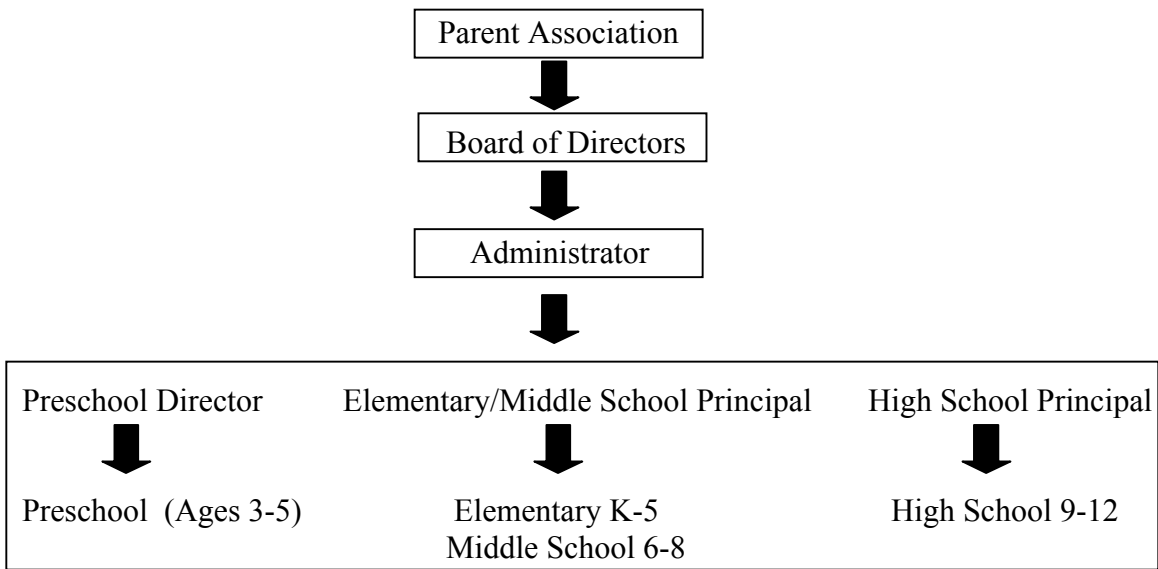
#### IV. Student Body Information

- A. Shalom attracts students from a 35-mile radius of the school.
- B. Students attend over 80 different congregations and church groups
- C. Shalom graduates are well-qualified to enter college life, the business world, or missions/service field. Shalom offers courses that prepare students to successfully meet college entrance requirements.

#### V. Parent Communication

- A. Weekly Parent Letter - Every family will be asked to designate one student to be the weekly parent letter carrier. Each Thursday the school prepares this newsletter on a goldenrod yellow page that can always be recognized as the Shalom newsletter. Each weekly parent letter can also be found on our website, [www.shalomca.com](http://www.shalomca.com), under information, then under announcements.
- B. Parent-Teacher Conferences -Communication concerning a student's spiritual, academic, physical and behavioral growth is encouraged. A parent teacher conference is scheduled after each marking period. This is a time for parents and teachers to gain a better understanding of each student's strengths, interests, and challenges. Other conferences may be arranged whenever the need arises. Conferences may be initiated by parents, students, teachers, counselors, principal or administrator. Parents who have concerns about a student's performance in a specific course should first talk with the teacher. If the parent still has concerns, a conference may be scheduled that includes the parents, teacher, principal and student (if appropriate). Teachers can also be reached through their email address at school as well as before and after school by phone.
- C. PTF - Parent Teacher Fellowship is an organized parent fellowship that plans meetings to encourage one another and to support and learn about the school program.
- D. Renweb - Shalom uses this school management software program which provides parent on-line access to student grades, attendance, assignments and other information.

## SCHOOL ORGANIZATION



## ASSOCIATION MEMBERSHIP

All parents who register children at Shalom Christian Academy are members of the Shalom Christian Academy Association. Registration fees include Association membership fees. All parents of students at Shalom Christian Academy agree to support the philosophy and by-laws of the school. Article II of the school by-laws describes the purpose of the Association.

*Shalom Christian Academy Association exists for the purpose of establishing and operating a Christian school. We believe the Christian school exists as an organization to assist the home and the church in the training of children and youth. Its primary purpose is building the character of Christ in the hearts, minds, and souls of children, training them to become mighty in spirit by His Spirit.*

*Intellectual, aesthetic, social, and physical development will be accomplished as children are taught that their spirits, directed by the Holy Spirit, must control their minds, wills, emotions, and bodies. As partners with parents in the educational process, teachers stand as delegated authorities and Spirit-filled role models,*

*responsible before God to communicate the character of Christ and the truth of His Word to their students. The Association shall elect a Board of Directors to carry out this purpose.*

***HIGH SCHOOL DAILY TIME SCHEDULE***

8:30-8:38	Homeroom Period
8:41-9:31	1 <sup>st</sup> Period
9:34-10:24	2 <sup>nd</sup> Period
10:27-11:17	3 <sup>rd</sup> Period
11:20-12:10	4 <sup>th</sup> Period
12:13-12:37	Lunch
12:40-1:30	5 <sup>th</sup> Period
1:33-2:23	6 <sup>th</sup> Period
2:26-3:15	7 <sup>th</sup> Period

***MIDDLE SCHOOL DAILY TIME SCHEDULE***

8:30-8:38	Homeroom Period
8:41-9:31	1 <sup>st</sup> Period
9:34-10:24	2 <sup>nd</sup> Period
10:27-11:14	3 <sup>rd</sup> Period
11:17-11:47	Lunch
11:50-12:37	4 <sup>th</sup> Period
12:40-1:30	5 <sup>th</sup> Period
1:33-2:23	6 <sup>th</sup> Period
2:26-3:10	7 <sup>th</sup> Period

***ELEMENTARY DAILY TIME SCHEDULE***

8:35	- Classes begin
11:30	- Lunch (K-2)
12:00	- Lunch (3-5)
3:10	- Dismissal

***CHAPEL SCHEDULE***

Lower elementary chapel (K-2) is held each Wednesday at 9:40 AM.  
Upper elementary chapel (3-5) is held each Wednesday at 8:55 AM.

Middle school chapel (6-8) is held 2nd period each Thursday.

High school chapel (9-12) is held 4th period each Thursday.

***KINDERGARTEN ADMITTANCE***

It is recommended that a child who is entering kindergarten be five years old by September 1. A screening test is given to measure readiness in the areas of social maturity, coordination, and personal independence. We sometimes recommend parents delay the formal education process even though the chronological age seems right. Screening tests are given in the spring or as needed prior to the acceptance decision. Families are encouraged to begin this process as early as possible.

***KINDERGARTEN SCHEDULE***

Shalom offers two scheduling options for kindergarten. One option is for the child to attend school for a full day, every day, 8:35-3:07. The other option is for the child to attend school on an alternating day schedule. The child attends five (5) school days in a two-week rotation.

## ***ATTENDANCE REGULATIONS***

Absences will be considered either excused or unexcused. Absences that will be considered excused are: a) personal student illness b) death in the immediate family (other funerals as approved by the administration) c) health services for students

However, parents are strongly encouraged to schedule appointments for after school and Saturday whenever possible. d) other absences as outlined below.

Absences for reasons other than the ones stated in these regulations will be unexcused, unless determined otherwise by school administration. An unexcused absence means the student cannot make up tests and will receive zeros for the activity in the classroom that day. Anything that is due in class on the day he or she misses for any unexcused absences will result in a zero for that class.

Parents need to call or notify the school by e-mail ([kgrove@shalomca.com](mailto:kgrove@shalomca.com)) if their child is going to be absent or tardy for any reason. After any type of an absence a student must bring a note from their parents on the first day back to school. The note is needed to determine if the absence is excused or unexcused and how teachers should handle the make up of missed work.

### **Other Absences:**

Educational trips are subject to school approval. A request needs to be made to the school *at least one week in advance of the trip*. At that time, detailed expectations regarding educational trips and an application form will be given. See page 11 for a full explanation of educational trips.

Service/Missions experience: Students may request a day (or days) for service/missions experience. This is designed to permit students an opportunity to serve in a way that they might otherwise not experience. Students need to fill out an application to be approved. See page 11 for a full explanation of service/missions trips.

College Visits: Students in 11th and 12th grades may request an absence to visit a college (or colleges). Such requests must be presented in writing before the absence, and a college visitation verification form obtained from the office. The form, signed by the college admissions counselor, is due upon return to Shalom.

*The above absences may not total more than seven days per school year. Additional trip days may be unexcused absences.*

Student Workday: Requests for a student workday will be evaluated using the following criteria: working under parent's supervision, urgent nature of the work to be done, no wages received for the work, previous attendance record, and current grades in classes. Requests must be made by the parent in written form with a full explanation of what the student will be doing and the location of the work.

***ATTENDANCE POLICY***

1. After ten days of absence at any point in the year, parents will receive a letter notifying them of the fact.
2. After 15 days of absence a conference will be held with the student and parent to discuss a plan to reduce the need for additional absences.
3. After 20 days of absence a doctor's note will be required for future absences and the Spiritual Life Committee will be alerted to the situation. If needed, a meeting would be scheduled with the family. Any absence without a doctor's note will be unexcused.

Students who are absent for 20% of class time will not receive credit for that class. Exceptions may be granted if there is a written note from a doctor which states the need for hospital care or ongoing medical or psychological care. Chapel attendance counts toward Bible class attendance. School related activities (sports dismissals, field trips, approved educational/missions trips) are excluded.

4. If a student fails to bring a note explaining the reason for the absence, the parent will be notified. The absence will become unexcused if a note has not been presented to the office within one week of the date of return.
5. When a student accumulates more than 2 unexcused absences, unexcused early dismissals, or unexcused tardies to school in one marking period, this results in a 45 minute detention.
6. Students are permitted a total of 7 educational/missions trip and college visit absences per school year. Additional trip absences may be unexcused.

### ***EDUCATIONAL/MISSIONS TRIP POLICY***

We at Shalom Christian Academy realize that there is value to educational and missions trips. We realize that properly supervised trips of this nature--which take a student to places of interest and help them to learn more about our culture and nation--is a great benefit. We also realize that a student, to get the full benefits of the educational and spiritual program offered at Shalom Christian Academy, must be in school on a regular basis in order to get this academic and spiritual training.

1. Parents desiring to have a child excused three or more school days under these provisions should submit a written request on the approved form to the principal asking that the child be excused for the period under consideration. Such a written request should state with all reasonable clarity the educational value of the trip. The parents should indicate under whose directions and supervision the child will remain during the tour or trip. Upon receipt of a written request, the pupil may be excused provided the principal evaluates the trip as educational.
2. The submission of the request should be timed so that at least one week will be allowed for an evaluation of the request.
3. The school will not be responsible for any expense involved in these trips.
4. Educational and missions trips during the first and last week of the school year are discouraged.
5. The trip request that is received by the administration will be marked with one of three designations.
  - 1) Approved, because it is felt that it is an educational trip.
  - 2) Rejected, because it is felt that it is primarily a pleasure trip.
  - 3) Approved with reservations, realizing that the time out of school may be detrimental to the academic progress of the child.
6. Upon return from an educational trip, a student will be required to submit a project which reflects a summary of their experience. The project will be selected from one of the following options approved in advance:
  - a. A journal with daily entries that describe activities and reflects personal growth.
  - b. A picture album of photographs or post cards with appropriate captions and commentary.
  - c. A two-page paper on a topic related to the educational experience of the trip and the benefits gained.
7. Upon return from an approved trip, each student is responsible for making up missed class work. Teachers will give tests. Students should collect assignments before leaving for their trip and complete as much as possible. They will have one week to make up missed assignments after they return or work will receive a zero.
8. Realizing that days out of school requires additional work for both teachers and the student, parents are encouraged to insure that the trip will benefit the student educationally. Parents should make efforts to cooperate with the teachers and staff in assisting their child in making up all back work.
9. If the parents are not satisfied with the determination of the administration concerning a trip request, the right of appeal is appropriate to the Spiritual Life Committee of the school.
10. Educational/missions trips and college visit absences may not total more than 7 per school year. Additional absences may be unexcused.

### ***ADMISSION PROCEDURES***

1. Submit registration form with appropriate fee
2. Interview with Principal
3. Student testing is scheduled
4. Interview with Spiritual Life Committee
5. Approval from Board

The admissions process follows the steps stated above. Occasionally they are completed in a different order. Families are encouraged to begin this process as early as possible.

### ***WITHDRAWAL PROCEDURES***

A family must notify the school in writing when they withdraw their child from Shalom. Because faculty are hired based on beginning of the year numbers, Shalom does not reimburse fully for early withdrawal.

### ***TRANSPORTATION***

#### ***Bus Route Information***

Shalom Christian Academy will attempt to provide transportation for our school families with currently established bus routes. This does not guarantee that we will pick up your child at the door. We try to keep bus travel time to a minimum. Parents living beyond the annually established bus routes will be asked to bring their students to meet the bus. Bus routes are established by the Transportation Committee by August 1. Parents will be notified of bus pick-up and discharge times at least one week before the start of school.

#### ***Public School Buses***

Tuscarora School District buses and the Chambersburg Area School District bus operate on our calendar instead of the school district calendar except for weather related decisions. In those cases they operate according to the decision of the district if it is different from Shalom's.

#### ***Weather Related Announcements***

The Administrator makes all weather related decisions in consultation with the local school districts. As soon as that decision is made it is placed on our website at [www.shalomca.com](http://www.shalomca.com), through our school software program, [www.renweb.com](http://www.renweb.com), and the Shalom Announcement Center, 717-375-2225. It is also broadcast over 90.5 WCRH FM Williamsport, MD, and its website, [www.wcrh.org](http://www.wcrh.org), and 800 WCHA AM Chambersburg, PA., and on WHAG TV Channel 25 and its website, [www.nbc25.com](http://www.nbc25.com).

### ***DISCIPLINE POLICY***

The purpose of discipline in the school is to encourage and correct students. This on-going discipline is ordained of God to lead the child into maturity and self-discipline. The ultimate goal is to produce an individual who is Spirit-controlled, who can be an effective, contributing member of the church and of society.

God is perfect and holy. Because of Adam's sin, man has separated himself from God. Although faith in Jesus Christ and His atoning death restores man to fellowship with God, man continues to sin. Thus, God chastens His children that they may be conformed to the image of Christ (I Peter 1:16; Hebrews 12; Romans 8:29). God commands those in authority to take care in this process by training children in the way they should go (Proverbs 22:6), as well as offering reproof when they do wrong (Proverbs 22:15). This is to be done in a loving manner.

*Parents* have been given the responsibility by God for the discipline of their children. Parents have conferred this authority on teachers and administrators during the school day and in school activities (in loco parentis). If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher or administrators involved and *not to bring their grievance to other parents, faculty, or students*. If this fails to resolve the matter, it is brought to the attention of the Spiritual Life Committee. The final step is to bring the matter to the Board of Directors.

This discipline policy applies to students while they are on campus, on school buses, or attending recognized school functions. While behavior at other times or places is an individual and parental responsibility, behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses which occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

### ***Objectives***

Discipline at Shalom Christian Academy has these objectives:

- A. To develop and maintain the optimum environment for learning.
- B. To develop Christian character in students.
- C. To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical, and social development.
- D. To correct the behavior of students whose actions are disruptive or destructive to the learning environment.
- E. To remove, as a last resort, recalcitrant students so that the learning environment may be maintained.

### ***Responsibilities***

It shall be the administration's responsibility to see that proper discipline is maintained and that proper procedures are being followed throughout the school, and to communicate the status to the Spiritual Life Committee and to the Board of Directors. Students are responsible under God to obey and to show respect for teachers and administrators as they should their parents. They are responsible for helping to maintain the learning environment.

### ***Administrative Action***

- A. This discipline policy shall be reviewed with students, teachers, and administrators at the beginning of each year.
- B. The type and severity of the disciplinary response shall be related to the seriousness of the offense and to the student's previous discipline record.
- C. The reason for the discipline shall be clearly explained to the student. Repentance shall be encouraged and the opportunity for this shall be provided. Forgiveness will be granted as prayerful and wise consideration may direct (John 8:10,11). A disciplinary experience is satisfactorily concluded when there is genuine repentance and forgiveness.
- D. All suspensions, regardless of length, will be administered by the principal.
- E. Probation up to sixty days may be administered by the principal. Such action will be reviewed by the Spiritual Life Committee, and the Board will be notified. A probationary period may be used for students displaying academic or behavioral problems.

- F. Expulsion is by action of the Board, after review and recommendation of the Spiritual Life Committee. The committee will meet with the administrators, teachers, parents, and the student prior to making this recommendation.
- G. Parents who seek readmission of a student to the school shall request such by letter to the Board if they feel that new evidence of a positive change sustained over a period of time, warrants such consideration. It is the school's policy not to readmit a previously expelled student for one year from the date of expulsion.

### ***Disciplinary Response***

Each teacher develops and implements his/her own specific classroom guidelines. Behavior that requires assistance outside the classroom setting will be evaluated on an individual basis and consequences will be determined by the administration.

Less serious offenses include such behavior as causing a disturbance in class, gum chewing, or unexcused tardies to class. This may result in a variety of consequences from missing recess or receiving a reminder card \* to phoning parents.

A more serious offense involves areas such as disrespect toward those in authority, mistreatment of others' property, or displaying a rebellious spirit. Consequences may involve suspension, probation, or expulsion.

*Cheating:* Cheating is a serious academic and spiritual offense. In order to teach the importance of honesty for our lives, the following will result from any dishonesty in school work.

First Offense: minimum of a zero for the assignment

Second Offense: minimum of a zero for the assignment in addition to disciplinary action taken by the principal.

\*Grades 6-12 use a reminder card system. When a student behaves in a manner that is not appropriate, the teacher fills out a card with the student's name, date and grade. After checking the area needing correction and making any necessary comments about the behavior, the student signs the reminder card. In high school the card is given to the principal. In middle school the reminder card is given to the homeroom teacher.

In middle school, parents are contacted after the first reminder. Detention and/or loss of privileges result in subsequent reminders.

### ***SUBSTANCE ABUSE POLICY***

Possession or use of illegal drugs, drug paraphernalia, alcohol, or tobacco will result in automatic suspension. Further discipline will be determined based on the nature of the offense and prior behavior history. Intervention may be considered such as counseling, a formal assessment by a drug or alcohol facility and/or drug screening. Law enforcement authorities may be contacted. See *administrative action* and *disciplinary response* sections for possible courses of action and the process to be followed.

## ***STUDENT DRESS CODE***

### **I. Background**

The Shalom Constitution calls for a uniform for both boys and girls. Many Christian Schools have found adopting a uniform helpful in maintaining the New Testament Principles of modesty and simplicity in dress.

(I Peter 3:3-4, James 2:2-4)

Past experience has shown us that some additional benefits of wearing a uniform are as follows:

- A. It is economical.
- B. It eliminates any question of what to wear.
- C. One child is not dressed better than another.
- D. It is an aid in maintaining the school dress code requirement.
- E. It is an aid in maintaining good discipline.
- F. It promotes modesty, neatness and consistency.

### **II. General**

- A. **Parents are responsible for seeing that their child complies with the dress code before coming to school each morning.**
- B. All students shall wear clothing in neat and clean condition. Shoes shall be worn at all times and shall be fully enclosed without spiked heels. No sandals or flip-flops. No boots shall be worn in the classroom. No monograms, words or pictures are permitted on clothing.
- C. A long sleeved shirt may not be worn under a short sleeved shirt.
- D. **Appropriate dress for activities beyond the school day should maintain the standard of modesty upheld by the school dress code.**
- E. Girls' Personal Appearance
  1. Hair must be combed in a neat fashion with the face clearly visible. Extreme styles, unnatural hair color, or fads that call attention to the individual are to be avoided.
  2. Length of jumper or kilt must be within 2" of the floor when kneeling.
- F. Boys' Personal Appearance
  1. Boys' hair must be neat and combed, no longer than the ear on the sides, bottom of the collar in the back, bangs to the brow, and with face clearly visible. Sideburns shall be no longer than the ear. Facial hair must be shaven. Extreme styles, unnatural hair color, or fads that call attention to the individual are to be avoided.
  2. Shirts must be tucked in at all times.
  3. Socks must be worn with shoes/sneakers.
- G. Only sneakers with non-marking soles are permitted on the gym floor.
- H. Exceptions
  1. Any emergency exception to the dress code requires a note to the teacher on the day of the emergency with a clear explanation for the exception.
  2. Those with sincere religious convictions who wish to wear the cape dress may do so.
  3. Those with sincere religious convictions against shorts may change to other clothes for gym class in keeping with such convictions.

### III. Elementary (K-5)

#### A. Girls' Uniform

1. White (not off white) blouse/top. Choice of style with long/short sleeves. Light weight knits may be worn. No contrasting stitching or trim. No cap sleeves.
2. Approved plaid jumper from Flynn & O'Hara Uniform Company.
3. White or navy socks or tights (not footless).
4. May wear shorts (preferably navy or black) under school uniform for modesty. No jean shorts.
5. Slacks or leg warmers may be worn under the uniform in severely cold weather to and from school and for outdoor recreation.
6. Cardigans, vests and pullover sweaters (navy & white only) from approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog, J.C. Penney School Catalog) may be worn.
7. No make-up or colored nail polish.
8. Small studs may be worn in the earlobes only. No other jewelry is permitted.

#### B. Boys' Uniform

1. Light blue polo shirt, long/short sleeves. No emblems. These are available from school uniform company, J. C. Penny, Bon Ton, Target or Lands' End.
2. Navy blue dress trousers. No contrasting stitching, extra pockets or patch pockets.
3. Plain dark belt to be worn if pants have belt loops.
4. Cardigans, vests and pullover sweaters (navy & white only) from approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog, J.C. Penney School Catalog) may be worn.
5. No jewelry is permitted.

### IV. Middle School (6-8)

#### A. Girls' Uniform

1. Navy kilt purchased from Flynn & O'Hara Uniform Company. White button down oxford shirt must be purchased from approved school uniform company (Flynn & O'Hara, and Lands' End School Catalog). Shirts must be tucked in skort/kilt. Only top button on shirt may be open.
2. Solid colored socks, tights or hose in shades of navy or white may be worn. No footless or fishnet types. Socks or hose are not required.
3. Cardigans, vests, and pullover sweaters (navy & white only) from approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog, J.C. Penney School Catalog) may be worn.
4. No excessive make-up.
5. Appropriate small and simple jewelry may be worn. Body piercing must be limited to the traditional earlobe piercing only. Extreme styles or fads that call attention to the individual are to be avoided.

#### B. Boys' Uniform

1. Light blue button down shirt. Only top button on shirt may be open. No denim shirts.
2. Navy blue dress trousers. No contrasting stitching, patch pockets or extra pockets. No blue jeans.
3. Plain dark belt.
4. Cardigans, vests, and pullover sweaters (navy & white only) from approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog, J.C. Penney School Catalog) may be worn.
5. May wear appropriate simple jewelry, no earrings or body piercing items. Extreme styles or fads that call attention to the individual are to be avoided. No wallet chains.

## V. High School (9-12)

### A. Girls' Uniform

1. Khaki, navy or approved plaid kilt purchased from Flynn & O'Hara Uniform Company.
2. Solid color (navy, red, white, hunter green or yellow only) oxford or polo shirt with long/short sleeves from approved school uniform companies only (Flynn & O'Hara, Lands' End School catalog, JC Penney School Catalog) must be worn. Girls' oxfords must be tucked inside kilt/skirt; polos may be worn outside kilt/skirt.
3. Cardigans, vests, and pullover sweaters (navy & white only) from approved uniform companies only (Flynn & O'Hara , Lands' End School Catalog, J.C. Penney School Catalog) may be worn.
4. Solid colored socks, tights or hose may be worn. No footless or fishnet types. Socks or hose are not required.
5. No excessive makeup.
6. Appropriate small and simple jewelry may be worn. Body piercing must be limited to the traditional earlobe piercing only. Hoops may be no larger than a quarter. Extreme styles or fads that call attention to the individual are to be avoided.

### B. Boys' Uniform

1. Solid color (navy, red, white, hunter green or yellow only) button down shirt or collared polo with long/short sleeves.
2. Khaki or navy dress trousers. No contrasting stitching, patch pockets or extra pockets. No blue jeans.
3. Plain dark/beige belt.
4. Cardigans, vests, and pullover sweaters (navy & white only) from approved uniform companies only (Flynn & O'Hara , Lands' End School Catalog, J.C. Penney School Catalog) may be worn
5. May wear appropriate simple jewelry, no earrings or body piercing items. Extreme styles or fads that call attention to the individual are to be avoided. No wallet chains.

## VI. Middle and High School Physical Education Uniform

A. Physical Education uniform is permitted to be worn during Physical Education Class or for activities designated by administration.

B. No jewelry to be worn during Physical Education classes.

### C. Girls' Uniform

1. Tee shirt purchased from school with name printed on the back. Sweatshirts may be added during cold weather.
2. Navy shorts purchased from school. Navy or black sweatpants or wind pants may be added during cold weather.
3. Sneakers and white socks.

### D. Boys' Uniform

1. Tee shirt purchased from school with name printed on the back. Sweatshirts may be added during cold weather.
2. Navy shorts purchased from school. Navy or black sweatpants or wind pants may be added during cold weather.
3. Sneakers and white socks.

## VII. Dress Down Day

### A. Girls

1. Blouse or tee shirt, choice of modest style and color.
2. May wear jeans, capri pants, or knee-length shorts. No sweatpants.

### B. Boys

1. Shirts should have sleeves.
2. May wear jeans, wind pants or modest shorts. No sweatpants.

## ***TUITION PAYMENT POLICY***

To avoid any misunderstanding with respect to payment of tuition for those attending Shalom Christian Academy, the following policies have been established:

1. Tuition rates have been established having a goal in mind that the total tuition should cover the salaries of school personnel.
2. Tuition rates apply to all students admitted to Shalom Christian Academy.
3. Tuitions are to be paid using one of the following schedules:
  - a. Yearly payment in full by August 1. (2% discount) The discount is forfeited for an early withdrawal.
  - b. Four quarterly payments due August 1, November 1, February 1, and May 1.
  - c. Ten monthly payments due on the 1st of the month, August through May.
  - d. Twelve monthly payments due on the 1st of the month, July through June.
4. Each time there is a past due balance on the 10th of the month, a late fee of \$20.00 will be charged and a statement will be mailed. If the balance is not paid by the 25th of the month, a letter will be sent calling them into the school to make arrangements for payment.
  - \*If arrangements are not made by the 10th of the next (second) month, the child(ren) will not be permitted to attend Shalom.
  - \*If the account is not made current by the 10th of the third month, the child(ren) will not be permitted to attend Shalom
5. A \$20.00 charge will be added for all returned checks (NSF).
6. If you enroll your students after school starts, the tuition cost will be pro-rated based on the number of days a student is enrolled. Any of the payment plans may be selected, however, the final payment will be due no later than June 1.
7. All unpaid tuitions and accounts from past years are due to Shalom Christian Academy. Unpaid accounts are ***not*** canceled at the end of the school year. An exact account status may be obtained by contacting the school office.
8. No student is to be admitted if registration fees have not been paid.
9. Report cards and diplomas will not be issued to students if an account is not current at the end of the school year, nor will a student be re-entered at Shalom Christian Academy until the past year's tuition and all other bills incurred at the school have been paid. In case of extenuating circumstances, arrangements must be made with the administrators of the school.

## ***REGISTRATION FEES***

**Registration fees are non-refundable except when the student is not accepted by the school for any reason.** Registration fees must accompany and be paid at the time of registration.

## ***TUITION RATES***

The tuition rate is set annually by the Board of Directors. It covers only a part of the total operating expenses at Shalom. Therefore, the tuition schedule does not reflect the total cost for the education of each child. Discount rates are available to families with more than one student.

Tuition for kindergarten students is at a discounted rate than elementary tuition.

### **Optional educational programs are available:**

*(see page 32 for an explanation of these programs)*

#### **Learning Enrichment Program**

#### **Resource Room**

Elementary (30 minute period)

Middle/High School (50 minute period)

## ***SCHOOL CLEANING PROGRAM***

Over the years Shalom has developed a tradition of clean, well-kept facilities. In order to continue this tradition, we have initiated a School Cleaning Program to supplement our limited custodial staff. This cooperative effort will help maintain cost-effective custodial service which in turn is a benefit to all.

We are asking each family to contribute six hours of work during the school year to assist with custodial duties. This may be divided among members of the family (teenagers and up) totaling six hours. (ex. 2 adults X 3 hours each = 6 hours). These six hours will be scheduled for you on one date. You will receive a copy of the schedule. If you cannot come on that particular date, you will need to call another family to switch. If you switch, call the school office to inform us of the change.

The school custodian will coordinate the work activities here at the school. Each family should come to the main entrance of the school at the scheduled time. Different jobs will be assigned at that time.

If for some reason you do not feel you can assist with the custodial work, you may choose to pay a cleaning fee. *This fee will be added to your family's total tuition to be paid as part of your bill.* If you are scheduled to clean, but do not get a substitute or call the school at least one day in advance to let them know that your assigned date does not suit, we will charge you a \$20 fee for custodial overtime.

***EXTENDED CARE PROGRAM***

- Extended Care Program is before and after school care for Shalom Christian Academy students. Extended care operates on days when school is in session.
- This care includes structured homework time, snacks (afternoon only) and opportunities for other activities in designated areas of the school.
- Staffed by Shalom employees.

**Hours**

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

Fee is hourly, per child.

Registration forms are available from the school offices.

***STUDENT SCHOLARSHIP PROGRAM (SSP)***

Shalom Christian Academy has developed a Student Scholarship Program (SSP) to provide tuition scholarships. We desire that all families can consider Christian education as a viable financial alternative. In order to be as helpful as possible to the largest number of families, student scholarships will be available in amounts of up to 50% of total tuition (including the Learning Enrichment Program.)

The Student Scholarship would be applied over a 10 or 12 month payment plan. For example, a \$500 scholarship would reduce monthly tuition payment by \$50 per month for a 10 payment plan.

The family must complete the SSP application packet, which will include the Shalom application and the Education Income Tax Credit (EITC) applications of two scholarship organization that provide funds to Shalom. Maryland and West Virginia families will need to complete only the Shalom application. You will need to include a copy of your most current 1040 to complete the packet.

The SSP application must be completed by May 1st. Applications received after May 1st will be considered based on funding available. Contact the business manager for information regarding the application process.

***MEDICAL INSURANCE***

Shalom does not carry medical insurance for students. If a child is injured while participating in a school activity, those medical expenses are covered under the parent/guardian's medical insurance. The parent assumes the responsibility of the deductible and co-pay.

## ***ATHLETIC PHILOSOPHY***

Shalom provides a God-centered education through the teaching of Christian principles. The athletic program serves as an integral part of the total education program. Participation in a sound athletic program may produce many qualities in athletes. Shalom's athletic program serves as a channel to develop, above all else, a strong Christian character in athletics. Participation may foster the spiritual growth of an individual and team. Our athletic program may contribute to the athletes development of good sportsmanship, positive self image, dedication and commitment to personal and team goals, physical fitness and athletic skills, emotional maturity and social interaction. *Rom. 12:1 "Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God - this is your spiritual act of worship."*

Through athletic participation, the athlete may learn how to work with others to attain a goal, how to take adversity without complaining, how to be gracious in defeat or humble in victory, and how to treat others with respect and consideration. The athlete needs to learn the value of discipline, emotional control, and compliance to the rules. *Phil. 2:5 "Your attitude should be the same as that of Christ Jesus."* Shalom is committed to excellence in athletics. The educational benefits of an excellent athletic program develop a balanced lifestyle in the spiritual, mental, physical, and social dimensions of one's total being.

The athletic program may be likened to a pyramid. The foundation and broad base is the elementary school program. The second level may represent the middle school program followed by the junior varsity program and the top level the varsity program. The largest number of participants is at the lowest level and the number decreases at each successive level. This is representative of what naturally occurs as young people experiment with involvement in many things in upper elementary school and make choices concerning what they most enjoy and have the most talent for as they mature. As educators, coaches try to meet the emotional, spiritual, and personal needs of the athlete.

### ***Middle School Philosophy***

The middle school athletic program should meet the needs of the middle school child. Special concern must be given to the unique emotional, physical and mental stages of the 10 to 14 year old child. The primary goals of a middle school athletic program should be:

1. **Participation.** Our desire is to involve as many students as possible in athletic activities.
2. **Positive Attitudes.** We want to teach responsibility and positive attitudes. Christian character, sportsmanship, team effort, and enthusiasm are more important in the big picture of life than specific skills.
3. **Involvement.** Because of the fragile nature of the self-concept of the middle school child, playing in each game is important. Therefore, each student must get playing time in each game with the exception of tournaments. This does not necessarily include equal playing time.
4. **Physical Development.** Because this is an age of intense physical changes, coaches should monitor physical training carefully. While some middle school students have gone through puberty and their physical development is similar to an adult, others are still children in physical development. Cutting at the middle school level is always a major concern, and should be done with great care. When cuts are needed consideration should be taken to avoid singling out one or two individuals.

### ***Junior Varsity Philosophy***

In addition to the central and primary goal of developing Christ-like character, attitude, and behavior in each athlete, the junior varsity program seeks to develop individual skills and team play. Practice time is longer than middle school practices because the athletes can sustain their attention longer and are physically stronger.

All players should participate in most contests, providing valuable experience.

Care must be taken to ensure that substitution is carried out in a manner

### ***Varsity Philosophy***

In addition to the central and primary goal of developing Christ-like character, attitudes and behavior in each athlete, the varsity athletic program seeks to refine the players athletic skills. The further purposes of the varsity athletic program will be to mold the best possible team for the purpose of competition and to teach the importance of understanding and performing the roles given to each member for the good of the entire team and the Glory of God. At this level, team performance and team goals are more important than at the previous levels. Each member is expected to contribute to the development of the team and the team learns that to be strong, each member and his contribution is vital. Although each individual is equally important, his contribution and role is different from others on the team. At this level Shalom believes in fielding the best team possible, which possibly means the best will play the most.

## ***ATHLETIC PROGRAM***

### **Preseason Try-outs**

All preseason camps and tryouts are mandatory unless otherwise announced.

### **Try-out Dates**

Fall Sports - First full week of August  
 Winter Sports - First or second week of November  
 Spring Sports - First or second week of March

### **Fall Program**

Middle School Boys Soccer, Varsity Boys Soccer, Middle School Girls Volleyball,, Junior Varsity Volleyball and Varsity Volleyball

### **Winter Program**

Middle School Girls Basketball, Middle School Boys Basketball, Varsity Girls Basketball, Junior Varsity Boys Basketball and Varsity Boys Basketball

### **Spring Program**

Middle School Girls Soccer, Varsity Girls Soccer, Varsity Boys Baseball

## ***ELIGIBILITY POLICY FOR EXTRA-CURRICULAR ACTIVITIES***

### ***(i.e. Interscholastic Sports)***

Any student who has an “F” in any subject (with the exception of “Organizational Skills” in middle school) will be ineligible to play interscholastic sports for a period of two weeks following the issuance of a mid-term progress report or a nine-week report card. Students with one “F” may participate in practices during the two-week period. Students with two or more “F’s” may not participate in practices or games. This ineligibility period begins the day after the progress reports or report cards are issued. After the two-week ineligibility period, the student will be reinstated if their grade in that subject is at a passing level for the current marking period as determined by the principal. If after two weeks the student still has an “F” in the same subject, he/she will be ineligible until the subsequent mid-term progress report or the nine-week report card distribution.

When beginning a new school year, grades from the previous year will not have any bearing on student eligibility except if a student fails a core subject (Math, Social Studies/History, English, Science or Bible) for the entire year or 4th marking period. Any student who fails a core subject for the entire year or 4th marking period will be ineligible through the first two weeks of school (includes tournaments, scrimmages and games) unless he/she passes the failed courses in summer school. After two weeks of school, the student must have a passing grade in the corresponding subjects he/she failed the prior year in order to become eligible again. If the student is not taking the corresponding subject, they will still be ineligible for two weeks. If a student is academically ineligible to play three times during a season, that student will be dismissed from the team.

## ***ELIGIBILITY POLICY FOR CO-CURRICULAR ACTIVITIES (i.e. Music, Drama)***

Participation in co-curricular activities should not hinder a student’s academic success. Eligibility will be determined on an individual basis by the principal and program director. Behavioral and academic history will be taken into consideration. Co-curricular participation does not follow the same policy as extra-curricular activities.

## ***ACADEMIC CURRICULUM***

### **A. ELEMENTARY CURRICULUM**

1. Reading/English - Phonics methods are used as our introductory reading experience. Whole language techniques of writing and story telling are incorporated. Spelling and grammar rules are introduced. Grammar, vocabulary, and reading of classics is emphasized in the upper grades.
2. Math - Manipulatives are used from Kindergarten through grade 5 to teach concepts in conjunction with facts.
3. Science/Health - Introductions to various scientific fields (life, earth, physical) are given.
4. Music - A K-8 curriculum is used to teach sight-reading capabilities in conjunction with choral performances.
5. History/Geography - Introduce an awareness of the larger world through maps, cultural studies, etc.
6. Character/Bible - Teachers use an interactive curriculum to teach Bible stories and concepts. There is an organized Bible memory program in each grade. Character is also a regular part of the curriculum.
7. Computer - An elementary computer lab provides the opportunity for learning keyboarding and research skills.

### **B. MIDDLE SCHOOL CURRICULUM**

The objective of our Middle School program is to reinforce and build on basic academic skills while being sensitive and supportive of the emotional changes of the adolescent. With two homerooms in each grade, class sizes remain positive so there is opportunity for individual direction. By the time students are through the Middle School program, they should be sufficiently focused in their objectives and abilities to select appropriate high school courses to prepare for their goals.

1. Bible – An interactive curriculum is used for this core subject. One period a week is used to do small service projects. Students participate in weekly middle school chapels.
2. Math – Students are grouped heterogeneously in grades six and seven. In eighth grade students have Pre-algebra and Algebra 1 options.
3. Language Arts – This includes grammar, literature, and spelling. There is twice as much time allowed for this subject. Penmanship is included in sixth grade.
4. Science – a) Sixth grade - Physical Science b) Seventh grade - Life Science c) Eighth grade - Earth Science
5. Social Studies – a) Sixth grade – New World History & Geography  
b) Seventh grade – World Geography c) Eighth grade – Civics and Pennsylvania History
6. Music is a required subject with options in chorus, band or general music.
7. Art – Students have art one time per week. Eighth graders have an option to take an advanced art class.
8. Computer – Sixth and eighth graders build on computer keyboarding skills. Seventh grade students learn how to use multimedia technology.
9. Drama – This is an elective subject in which students have opportunity to participate in Christmas and spring productions in addition to presenting smaller productions in middle school chapel.
10. Bible Quizzing – This elective provides an opportunity for Bible memorization and competitions with students from other schools.
11. Adolescent Education – For this subject seventh graders are segregated into a class for girls or boys. Through discussion and reading they focus on issues pertaining to adolescence and human sexuality.

### C. GRADUATION REQUIREMENTS

Shalom Christian Academy grants a general diploma to students. A student must have 24 total high school credits in order to graduate (including 3 credits each of Math, Science, and History, and 4 credits each of English and Bible). In their senior year, a fourth credit needs to be taken in math, history or science. All students are required to take one computer course (Business Computing, Computer Programming, or Computer Applications) during their four years of high school as well as a full credit in fine arts. A student must carry at least 6.75 credits each year. Seniors are required to participate in a board approved cross-cultural experience. A senior missions trip is planned each year.

### D. TRANSFER STUDENTS

A minimum of one year in residence is required for graduation from Shalom Christian Academy. Shalom Christian Academy will accept work done in another school system toward graduation. Since high schools vary in requirements for graduation, students entering this school above the freshman year will be given credit for as many years as they have completed, but may be required to take additional courses to meet Pennsylvania State requirements. If it becomes apparent that the accepted level of performance is not satisfactory, the student may be asked to receive or seek remedial help in that area. In cases of severe inability, the student may be asked to repeat or drop a particular course. Also, where possible, courses that have been missed may be made up as the student's schedule permits.

Students who transfer to Shalom Christian Academy in their high school years will have their GPA calculated in the following manner:

1. The GPA will be calculated only for the years a student attends Shalom; they are eligible for Valedictorian and Salutatorian after two years of attendance at Shalom.
2. Students will not be included in student ranking until they have been a student at Shalom for two full school years.

## **Ninth Grade Course Selections**

*Numbers in parentheses indicate the times per week classes are held. A student must sign up for a minimum of 27 class periods and a maximum of 34. Students may have no more than seven study halls per week.*

### **Required Courses**

Bible Study Methods (4)

American History I (4)

English (4)

Physical Science (4)

Physical Education (1)

Music Appreciation (1)

### **Math Choices**

Algebra IA (4)

Algebra I (4)

Algebra II (4)

### **Focus Choices**

Business Computing (2)

Spanish I (4)

### **Extracurricular Choices**

Art Electives (Drawing, Painting, 2D & 3D Design)

Bible Quizzing

Chorale

Drama

Family & Consumer Science Elective

Instrumental Music

Photography I

Sound & Lights

Technology Education Elective

## Tenth Grade Course Selections

*Numbers in parentheses indicate the times per week classes are held. A student must sign up for a minimum of 27 class periods and a maximum of 34. Students may have no more than seven study halls per week.*

### **Required Courses**

Worldviews/Apologetics (4)  
World History (4)  
English (4) (General/Honors)  
Biology (4)  
Physical Education (1)  
Health (2)

### **Math Choices**

Algebra IB (4)  
Algebra II (4)  
Geometry (4)

### **Focus Choices**

Business Computing (2)  
Spanish II (4)

### **Extracurricular Choices**

Art Electives (Drawing, Painting, 2D & 3D Design)  
Bible Quizzing  
Chorale  
Drama  
Family & Consumer Science Elective  
Instrumental Music  
Photography I  
Photography II  
Sound & Lights  
Technology Education Elective

## Eleventh Grade Course Selections

*Numbers in parentheses indicate the times per week classes are held. A student must sign up for a minimum of 27 class periods and a maximum of 34. Students may have no more than seven study halls per week.*

### Required Courses

Bible-Church History (4)  
 \*American History II (4) (General/College Preparatory/Honors)  
 \*Economics/Government (4) (General/College Preparatory/Honors)  
 English (4) (General/College Preparatory/Honors)  
 Physical Education (1)

### Math Choices

Accounting I (4)  
 Algebra II (4)  
 Geometry (4)  
 Advanced Math (4)

### Science Choices

Applied Science (4)  
 \*Chemistry (4)  
 \*Physics (4)

\*Offered alternate years

### Focus Choices

Graphic Design (4)  
 Spanish III (4)  
 Computer Applications (2)  
 Family & Consumer Sciences Elective (4)  
 Music Theory I (2)  
 Creative Writing (2)  
 Computer Programming (2)

### Extracurricular Choices

Art Electives (Drawing, Painting, 2D & 3D Design)  
 Bible Quizzing  
 Chorale  
 Drama  
 Family & Consumer Science Elective  
 Instrumental Music  
 Photography I  
 Photography II  
 Sound & Lights  
 Technology Education Elective  
 Video Editing  
 Yearbook  
 Yearbook Photography

**Twelfth Grade Course Selections**

*Numbers in parentheses indicate the times per week. Students must sign up for a minimum of 27 class periods and a maximum of 14. Students may have no more than seven study halls per week.*

**Required Courses**

- Bible (3)
- Senior Seminar/Speech (1)
- \*American History II (4) (General/College Preparatory/Honors)
- \*Economics/Government (4) (General/College Preparatory/Honors)
- English (4) (General/College Preparatory/Honors)
- Physical Education (1)

- Bible Quizzing
- Chorale
- Drama
- Family & Consumer Science
- Electives
- Instrumental Music
- Photography I
- Photography II
- Sound & Lights
- Technology Education Elective

**Math Choices**

- Accounting II(4)
- Calculus (4)
- Accounting I (4)
- Advanced Math (4)

**Science Choices**

- Advanced Biology (4)
- \*Chemistry (4)
- \*Physics (4)

\*Offered alternate years.

**Focus Choices**

- Advanced Computer (2)
- Building and Construction (2)
- Conversational Spanish (2)
- Computer Applications (2)
- Computer Programming (2)
- Family & Consumer Science Elective (4)
- Music Theory II (2)
- Psychology/Sociology (4)

There are several options available to seniors who are able to complete their course requirements before lunch. Students may elect to leave at lunchtime to work at a paid position. The school does not assume any responsibility for this arrangement and the student does not receive academic credit. Seniors may also secure an apprenticeship in which they learn a skill or a trade from a professional in the field. They may not be paid but they may receive academic credit from Shalom Christian Academy. A third option for seniors is to take college courses locally. There are special grants and discounts for high school students available through the colleges and/or the state. Taking advantage of any of these options will not affect tuition rates at Shalom Christian Academy. Please contact the guidance counselor or the principal for more information about any of these options.

## ***PHILOSOPHY OF TECHNOLOGY USE***

Current technology is a tool whereby information can be quickly and easily shared. It includes the use of the Internet and computer as well as other forms of auditory and visual communication. These tools open the door for Shalom teachers and students to access a vast source of research and information.

Shalom Christian Academy uses a filtering system on all Internet access. Shalom recognizes that these safeguards are not a guarantee to keep students from accessing inappropriate material. Part of our responsibility includes teaching students how to discern the appropriateness of material and to make wise choices on how they spend their time using the Internet.

Philippians 4:8 is an overall guide for students in the use of technology. *“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy – think about such things.”*

Important components of our technology program include teaching students about copyright laws, ensuring that they understand plagiarism and know how to properly document sources of information.

## ***GUIDELINES FOR USE OF TECHNOLOGY***

1. Students must have parental approval, which is given on Shalom registration forms, in order to use the Internet and e-mail within the school. Students must also sign the Responsibility Agreement.
2. Computers and Internet access are provided at Shalom for educational purposes. Computers are not to be used for e-mail, instant messaging, social networking sites, games, and sites inconsistent with Shalom’s philosophy of technology use. Exceptions may be granted by a teacher or the librarian.
3. Use of the Internet and materials downloaded must be done in full compliance with all legal agreements. This includes those posted by providers and those implied by copyright and legal use restrictions.
4. Any attempt to circumvent or tamper with Internet filtering, use of another person’s password, or make changes to computer configurations is prohibited.
5. Students are not to use their personal CD-ROMs or discs unless they present the librarian or teacher with written permission from a classroom teacher.
6. Misuse of Internet privileges will result in loss of privileges for a period of time as designated by the supervising teacher and principal.
7. Students cannot assume that computer files are private. These can and will be monitored periodically. Students are responsible to follow specific guidelines established by a teacher and/or librarian.

## ***CELL PHONE POLICY***

During school hours, students may use cell phones only in the office with permission. Students in violation of this policy will have their cell phone confiscated. The phone will be returned at the principal’s discretion

**GRADING SYSTEM**

A+ - 99-100	C+ - 82-84	F - 0-69 Failure
A - 95-98	C - 78-81	WP - Withdrawn Passing
A- - 93-94	C- - 76-77	WF - Withdrawn Failing
B+ - 91-92	D+ - 74-75	I - Incomplete
B - 87-90	D - 72-73	P - Passing
B- - 85-86	D- - 70-71	

Kindergarten: Conferences First and Third Nine Weeks Periods

Check List of Skills Second and Fourth Nine Weeks Periods

Grade 1-2: Spelling, Reading, Bible, Math, Science, Social Studies (percentage grades)  
Writing, Art, Music, P.E. (S+, S, S-)

Grades 3-5: Spelling, Reading, Math, Social Studies, Science, Bible (percentage grades)  
Language, Writing, Art, Music, P.E. (S+, S, S-)

Grades 6-8: All percentage grades except 7th Grade Adolescent Education course, which is “pass or fail.”

Grades 9-12: All percentage grades/letter grade

Report cards will be issued every nine weeks. The last nine weeks’ report cards will be mailed to students.

I - Incomplete. This is allowed only in the case of an emergency approved by the teacher. Students have a maximum of two weeks to make up incomplete work. After that, “zeros” will be averaged in to determine their nine-week grade. Any special exceptions must be requested through the office.

If a student withdraws from a class during the first half of that particular class (this will vary depending if it is a one or two semester class), the student will receive a “withdraw” on his/her report card. If a student withdraws after the completion of the first half, a WP or WF will be indicated on the report card along with the grade. The grade will be recorded and counted in with the GPA and he/she will no receive credit for the class. (1/2 credit equivalency will be calculated in the student’s GPA.)

P -Performing to Potential. A “P” will be used to preface a grade when a student has been professionally diagnosed as having a learning disability that merits adjustments in the curriculum and/or evaluation. A letter grade will follow the “P” to indicate the degree of Performance to Potential the student has achieved. High school students who receive a “P” grade will not be ranked, but they will be included on the honor roll.

**HONOR ROLL**

A grade point average of 3.8-4.0 earns a student a place on the Distinguished Honor Roll. A grade point average of 3.2-3.79 earns a student a place on the Honor Roll.

### ***LEARNING ENRICHMENT PROGRAM***

The Learning Enrichment Program is patterned after the Educational Therapy model of the National Institute of Learning Disabilities. Students who are having difficulty are tested to determine the need for this program. Students in the Learning Enrichment Program receive educational therapy from a certified therapist in a one-to-one setting. The goal of therapy is to stimulate areas of weakness in perception and thinking, and to strengthen weak, vulnerable learning systems so students may become successful, independent learners.

### ***RESOURCE ROOM***

The resource room provides specialized instruction options for a variety of learners. It benefits students who learn at a slower rate than the classroom pace, students who need help with organizational and study skills, and students who can be challenged to study a particular topic or subject area at a higher level than their peers. Students have the option to enter this program at the beginning of each marking period. Information will be sent home with each family the first week of school.

### ***SUMMER SCHOOL POLICY***

Middle School - If a middle school student fails one academic subject, the principal will recommend summer school. If a student fails two academic subjects, he/she will be required to take and pass both in an approved summer school. If a student fails the same subject for two consecutive years, he/she will be required to take and pass the course in an approved summer school. If a student fails three or more subjects in a year, his/her status as a student at Shalom will be reviewed by the Spiritual Life Committee.

High School - If a high school student fails a particular Bible class, he/she must re-take and pass that class from Shalom Christian Academy, which could require that he/she repeat that grade. Each situation will be reviewed by the Spiritual Life Committee.

If a high school student fails an academic subject that is required for graduation credits, he/she may take it as a summer school class. No more than two subjects can be taken in one summer. If this becomes a consistent pattern, a conference will be held with parents and the principal to establish a plan outlining expectations. If a student fails three or more subjects in a year, his/her status as a student at Shalom will be reviewed by the Spiritual Life Committee.

### ***ACADEMIC PROBATION POLICY***

Academic probation will be considered for any student currently enrolled who falls significantly below academic potential. This includes, but is not limited to, a student who is capable of passing but is failing one or more courses or a student who has dropped significantly in his/her grades. Students entering Shalom may be placed on academic probation based on grades from a previous school. A student will be placed on academic probation at the discretion of the principal and teachers. Goals that the student needs to achieve will be set. Students may also be referred to the Spiritual Life Committee regarding eligibility to remain at Shalom.

## ***UNDERSTANDING OUR HOMEWORK POLICY***

The purpose of homework is for the student to drill, learn new facts, develop research skills or develop his/her creativity. Parents also inevitably become part of the process.

At the elementary level the purpose of homework should be for drill and review of what has been taught in class. Homework is also intended to instill in the student the importance of working and learning beyond the classroom setting.

Research indicates that middle/high school students who do homework score higher on standardized tests and earn better grades. At this level homework becomes an extension of classroom instruction and a preparation for the next step. Homework should help the student progress academically.

### **ASSIGNMENT BOOKS**

An assignment book is provided to students in grades 4-8. This helps students learn to organize their work and plan ahead. It is also a resource for parents to make them aware of individual assignments.

### **GENERAL GUIDELINES FOR HOMEWORK TIMES**

Keep in mind that it is difficult to set a specific amount of time that each child should spend doing homework. Much of that depends on the individual student's style and ability.

Kindergarten A student may spend an average of 20 minutes for each day he/she spends in school reviewing a concept taught in the classroom.

Daily Bible reading and "Book It" reading are optional and should be time spent beyond the homework time.

Grades 1 – 3 Homework should take an average of 20 – 30 minutes per school day or 100 – 150 minutes per week. There may be one (1) or two (2) long-term projects which would require additional time.

Drills are part of homework.

Daily Bible reading, learning the hymn of the month and "Book It" reading are optional and should be time spent beyond the homework time.

Grades 4 – 5 Homework should take an average of 30 – 40 minutes per school day or 150 – 200 minutes per week. Long-term projects would be in addition to that.

Daily Bible reading, learning the hymn of the month and "Book It" reading are optional and should be time spent beyond the homework time.

Grades 6 – 8 Homework should take an average of 5 hours per week. Long-term projects would be in addition to that.

Grades 9 – 12 Homework should take an average of 10 hours per week. Long-term projects would be in addition to that.

### Wednesday Evening & Weekend Homework

Because many families participate in church related activities on Wednesday evenings, consideration is given when assigning homework.

- Students in elementary grades are not given an assignment on Wednesday that is due on Thursday. Routine Thursday tests are discouraged.
- Because middle and high school students do not follow the same schedule everyday, it may be necessary to give an assignment on Wednesday and/or have an assignment due on Thursday.

Weekend homework for elementary students will include Bible Memory work, occasional regular assignments and the occasional long-term project.

### OTHER NOTES

If a given assignment for any student seems especially difficult or homework in general seems to take longer than the expectation, parents may contact the teacher to discuss alternatives.

### ***SCRIPTURE USE***

The use of Scripture in the classroom is a fundamental, integral, and principle part of the educational process. For this reason, it is important for Shalom Christian Academy to have a policy that recognizes the importance not only of the use of Scripture, but that it also selects a version that has those qualities that further the educational process.

There are several Bible translations that are widely accepted as quality works for study. Each of these translations has strengths and weaknesses and would appeal to segments of the Christian community.

Shalom Christian Academy recognizes the New International Version as the translation normally used in the classroom for all grade levels for study, quotation, and memorization. This decision was made for several reasons:

- the modern language, grammar, syntax, and style
- the ease of reading
- the acceptance of this translation by a majority of our churches

Parents who strongly prefer another translation should discuss possible adaptations that may be made in their child's class with the Principal.