

Salem Sayers Baptist Academy



2019-2020

Parent/Student Handbook

"A ministry of Salem Sayers Baptist Church"

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MISSION STATEMENT

Salem Sayers Baptist Academy/Child Development Center functions as an integrated auxiliary ministry of the Salem Sayers Baptist Church. Its primary mission is to enroll, educate, encourage, and graduate students as responsible citizens and ambassadors for Christ as a partner with parents carrying out their responsibilities as God's stewards over their children's development.

The fear of the Lord is the beginning of wisdom. (Proverbs 1:7a)

STATEMENT OF FAITH

Our statement is not a "creed." In a sense, the whole Bible is our creed. We recognize the existence of differences in interpretation among "Christians." We are, however, convinced that to avoid a looseness which might result in the admission to Salem Sayers Baptist Academy of unbelievers and/or even Christians, who are unprepared to cooperate with the Academy and with the work to which God has called us, certain minimum Biblical criteria must be established.

These statements follow:

- This statement of faith does not exhaust the extent of our beliefs. The Bible (KJV) is the inspired, infallible and inerrant Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is our only rule in matters of faith and practice.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the creative acts of God and that man was created by a direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures.
- We believe: (a) in the Deity of Jesus Christ and His sinless life (John 10:33); (b) that He was conceived of the Holy Spirit (Isaiah 7:14); (c) that He was born of the virgin Mary (Matthew 1:23); (d) that He performed miracles (John 2:11); (e) in His vicarious and atoning death (Ephesians 1:7); (f) in His bodily resurrection (John 11:25); (g) in His ascension to the right hand of the Father as the Intercessor (Mark 16:19); and (h) in the imminent, personal return in power and glory of Jesus (Acts 1:11).
- We believe in the necessity of the New Birth, and that this New Birth is through the regeneration by the Holy Spirit. Because man is lost and sinful, he needs the salvation offered in this New Birth. Man is saved by faith in Christ, and Christ alone (John 3).
- We believe that marriage is a biblical institution established by God as described by Scripture. In light of that, we teach that marriage can only occur between one man and one woman. Salem Sayers Baptist Academy recognizes that marriage is the unity of one biologically born and presenting male and one biologically born and presenting female, under the Lordship of Christ for a lifetime of monogamous commitment. Accordingly, this school, its pastors and staff will not participate in nor sanction functions supporting same-sex unions or same-sex marriages, nor shall its property or resources be used for such purposes.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- We believe that heaven and hell are real and definite places.
- We believe that the New Testament Church is the Bride of Christ and the vehicle through which the work of Christ is carried on in this present age. Therefore, we believe that all born-again men and women will be active in and supportive of the local church through prayer, attendance, services, and tithes.
- We believe in the spiritual unity of all believers in Christ.
- We believe that teaching and learning should be accomplished through the cooperative effort of teachers and parents, for the Bible places primary responsibility for the total education of the child upon the parents. Teachers are there to assist in the learning process. (Verses such as Job 8:10 and Proverbs 22:6 teach their role.)

PHILOSOPHY OF EDUCATION

Salem Sayers Baptist Academy (SSBA/Child Development Center (CDC)) exists as a ministry for and partner with parents whose hearts' desire is to train up their children in the ways of our Lord Jesus Christ. We believe there are two world-views, Biblical and Non-Biblical. We believe it is the Christian's responsibility to encourage and instruct from a Biblical world-view. We believe "*The goal of our instruction is love from a pure heart and a good conscience and sincere faith*" 1Timothy 1:5. Therefore, our educational focus is to under-gird each student with the fundamentals of the

Christian faith and to stimulate them to learn and evaluate knowledge in the light of Biblical truth, to encourage growth of Christian character, and to help them accept their responsibility in faithful Christian service.

INTEGRATED APPROACH TO EDUCATION

The spiritual program of our school is not separated from the other programs and activities of our church but are integrated into everything we do. Our desire is to honor Jesus Christ in all that we do by affirming the Bible, by exalting His name, and by exhorting students toward godliness in living. The development of moral integrity and spiritual discernment is one of the primary goals of our school. Listed below are some of the means that are utilized to accomplish this goal:

Bible Classes

Students are to be instructed in the Bible. Bible class is required for graduation and is designed to meet the needs of students in their respective grade levels. We wish to build into the student a reservoir of knowledge through Bible memory, surveys, dates, and other facts to provide the student with a sound biblical foundation that they can draw upon for their entire life. The Bible is used to evaluate contemporary philosophies and teachings. We seek to accomplish this in the following ways: daily Bible instruction, chapel services weekly, prayer daily, Bible and academic integration, instruction for daily walk, and presentation of testimonies.

Chapel Services

Chapel is part of the total philosophy and curriculum. Once a week we come together for a time of worship, praise, and fellowship. It is considered a very important part of our week's activities. Parents are encouraged to attend.

Christian Atmosphere

As a Christian school, SSBA is an organization that, by design, fosters an atmosphere designed to develop relationships. The significant factors in building relationships are love and godliness. The first and greatest commandment is to wholeheartedly love the Lord our God. The second directive from the Lord is to love one another. Hence, building godly relationships encompasses the privileged caring responses of love for God, others, and self.

Personal Biblical Guidance

Because the teacher takes a personal interest in the student, there will be a continued effort by the teacher to encourage, exhort, and guide the student in spiritual, as well as, academic and social matters.

Home and School Cooperation

A fundamental premise of SSBA is that education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is then obvious. While communication between the school and home is often in written form or by telephone, the school also encourages face-to-face parent/teacher conferences. To this end, we will periodically schedule conferences at the Elementary, Middle and High School level during the year.

Class Size and Organization

Our Academy has established eighteen (18) as our desired maximum class size. Administration may make an exception to this depending on classroom size and other factors. If a grade has an enrollment of less than nine (9) it may be subject to being combined with another grade. Often as enrollment is being taken, classes will automatically be combined until enrollment is sufficient for one grade level class.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students at SSBA have the right to be treated with fundamental fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and the SSBA staff. Each student then is obligated to exercise their own rights and responsibility in compliance with rules established for the orderly conduct of the school's mission. The SSBA Student Code of Conduct and discipline exist to achieve and maintain order in the school. Any student who, by their conduct, deprives another of their rights, or who violates school rules, shall

be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of Christian school citizenship.

Specific student responsibilities for achieving a positive and productive learning environment at school or school-related activities shall include:

- Attending all classes daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly attired.
- Exhibiting respect toward others, their property, and toward church and school property.
- Adhering to the expectations of the Student Code of Conduct.
- Obeying all school rules, including safety rules.
- Pursuing changes in school rules and regulations in an orderly manner through appropriate channels.
- Cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses.
- Taking all school-related communications home.

RIGHTS AND RESPONSIBILITIES OF PARENTS

- Actively support the philosophy and mission statement of the school.
- Make every effort to provide for the physical and medical needs of their child.
- Be sure their child attends school regularly and promptly reports and accounts for absences and tardies.
- Teach their child to pay attention, obey the rules, and to respect their authorities.
- Encourage and lead their child to develop proper study habits at home.
- Pay required fees and fines.
- Participate in parent/teacher conferences to discuss their child's school progress.
- Sign and return academic and disciplinary communications from the school.
- Keep informed of school policies and academic requirements of school programs.
- Participate in school-related organizations.
- Be sure their child is appropriately dressed at school and for school-related activities.
- Discuss report cards and school assignments with their child.
- Bring to the attention of school personnel any learning problem or condition that may relate to their child's education.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Follow the prescribed "chain of command" -- Teacher, Principal, and Academy Advisory Team -- in pursuing issues or seeking to resolve disputes.
- Submit a signed statement that they understand and concur with the provisions of Salem Sayers Baptist Academy Student Management Plan (refer to page 9).

ADMISSION POLICIES

Admission standards help the school and parents insure that if a child is enrolled, there can be reasonable expectation that they will have a successful learning experience at SSBA. God has established the parent as the primary influence in shaping the outlook and personality of the child. This influence must be pro-Christian. If it is anti-Christian, most of the unique influence of the Christian school will be counteracted by the home. The school must therefore ascertain, as far as possible, that the applicant and parents are in agreement with the Christian education philosophy and policies of the school.

SSBA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies.

The parent or legal guardian must complete the enrollment and registration agreement forms to enroll a child.

A student will not be favorably considered for transfer in the 9th - 12th grades. This serves the purpose of maintaining our graduation requirements and ensures that a graduate has received the majority their High School education from our school. There may be exceptions with the approval of the principal.

A prospective student will not be favorably considered if they are two (2) years above the chronological age for the applicable grade.

SSBA reserves the right not to enroll students who have been expelled from another school or who have been in reform school. Exceptions can be made only if the student has experienced a manifestation of God's grace and a changed heart subsequent to the expulsion or detention. However, the decision on enrollment must be referred to the Academy Advisory Team.

If the prospective student is coming from a private school, their financial account at that school must be settled prior to enrollment in SSBA/CDC.

Since the local church is God's vehicle for worship and service, SSBA recommends that a minimum of one of the parents be a regular participant in an established assembly of their choice. Families attending a church other than Salem Sayers Baptist Church are to furnish the name of that church and pastor to be part of the student records. In addition, applicants in grades 7th through 12th must obtain a reference from their pastor and former Christian school principal when applicable.

Students enrolling in Kindergarten (K5) must be five years of age by the first day of September.

ADMISSIONS PROCEDURES

The procedure for enrollment in SSBA is as follows:

1. An enrollment form must be completed for each child.
2. Make an appointment with the Principal for an interview. You should bring to this interview the completed enrollment forms, a certified copy of their birth certificate (for new students), their social security card, two years of report cards (for new students), and a letter of recommendation from your pastor (new students 7th - 12th only) and previous Christian School Principal when applicable. All new students will be required to have an interview and at least one parent or guardian must be present. Returning students may be asked to interview with the Administration. You must also turn in a signed copy of the Parent/Student Agreement.
3. Pay appropriate fees per student.

Actual enrollment is made by submitting the completed enrollment form to the Academy office along with required fees, signed policies, and final approval from Administration or CDC Director.

***** NO REFUNDS *****

After enrollment is completed, each applicant will be tested (if deemed necessary) as to his or her current grade level. School staff will administer the test.

Medical Requirements

A physical examination is required (**for new students**) prior to admission. The physical can be obtained from a doctor of your choice. A summary statement from the doctor must be submitted for admission. The state requires **vision and hearing tests for all 4 year old, Kindergarten, 1st, 3rd, 5th, and 7th, grade students and any other first time students.** A record of the test and the results must be on file in the office, or the student will be dropped from our rolls. Immunizations, as directed by the Texas State Board of Health, must be current.

An interview will be scheduled with the Administration to review test results and to answer questions if a test has been utilized.

SSBA POLICIES AND PROCEDURES

STUDENT RECORDS

Student records will be kept in the Academy office. The records of students who have departed the school will be kept in the office for a minimum of four (4) years after their departure.

MEDICAL POLICIES

Medications

All medication must be provided by the parent and sent in its original container. The appropriate Medication Form must be filled out completely and signed by the parent before we will administer the medicine. Over-the-counter medication will be given with a signed release from the parent and only administered as directed on the medication label. All medicine must be labeled with the child's name. Students will not be permitted to share medication with other students who are not in their immediate family.

It is the policy of SSBA not to administer non-prescription medication without approval from the parent or doctor. A Non-Prescription Medication Form must be filled out in advance and kept on file in the Academy office. If the medication requires spoons or droppers or other means for dispensing, the parent must provide such to the office.

All medications must be kept in the Academy office and cannot be carried by students.

Accidents

An Accident Report must be completed and filed in the student's permanent record for all reported injuries. Antiseptic ointment will be used on cleaned, open wounds unless otherwise advised by the parent or doctor. Ice is used for bumps.

Hospital

If an emergency requires hospitalization, we will have students transported to the Children's Hospital of San Antonio, 333 North Santa Rosa, San Antonio, Texas by ambulance, unless otherwise designated by the parent/guardian on the Enrollment Form.

Illness

Children must not be sent to school with nausea, vomiting, diarrhea, unidentified rash, or fever greater than 100.4 degrees. No child should be returned to school sooner than 24 hours after the complete resolution of an illness or fever. Students with nausea, vomiting, or diarrhea, must wait 24 hours after symptoms have resolved completely, unless they have a doctor's note to return earlier. If your child becomes ill at school with diarrhea, vomiting, unidentified rash, or fever over 100.4, you will be called to pick up the child immediately.

Lice

A child with lice can return to school after receiving appropriate treatment, including the purchase of a pediculicide which can be found in any drugstore and following labeled instructions exactly, and nit-free. (Look for a treatment that will kill nits as well as the lice.)

First Aid and CPR

We will apply ice to every bump or wound. We will clean off the area, apply first-aid ointment or hydrogen peroxide, and dress the wound if needed. We will then call the parent and inform them of the situation. There is always a staff member on site who is trained in First Aid and CPR.

REPORTING NEGLECT OR ABUSE

The Administration and all staff members have an obligation to notify Child Protective Services if it appears that a child is being neglected or abused.

EMERGENCY DRILLS

There shall be an emergency fire drill held every month. These drills prepare both teachers and students for an actual emergency. The emergency evacuation plans will be prominently posted in all rooms. There will be a printed emergency manual with emergency procedures. Inclement weather and lock down procedures shall also be addressed and practiced at least once a year.

BAD OR INCLEMENT WEATHER/EMERGENCY EVACUATION POLICY

Salem Sayers will close when the East Central Independent School District closes due to bad weather. The announcement will be made on local television and radio stations. Should an emergency evacuation be necessary, students will be relocated to the Lone Oak Grocery at the corner of Highway 87 and Loop 1604. (Other possibilities)

ATTENDANCE REQUIREMENTS

School Hours

8:00 a.m. - 12:00 p.m. Pre-kindergarten
8:00 a.m. - 3:00 p.m. Kindergarten through High School

Arrivals

Academy Teachers 7:30 a.m.
Academy Students 7:45-8:00 a.m.

Parents, Please Note: Students arriving before 7:45 a.m. will be charged at the rate of \$2.00 per minute unless enrolled in Before School Care. For those students that must arrive early, we offer supervision at the rate of \$25.00 per month during the 6:30 a.m.-7:45 a.m. time period.

IMPORTANT - More than six (6) absences per semester (unexcused) will result in the student being subject to failure of that semester. A parental conference will be required at this point.

Extended illnesses or circumstances may be appealed to the Principal in writing before the end of the semester.

Any student who leaves the school before or reports to school after 11:00 a.m. is considered absent for the day.

Regular attendance is essential to successful class work. Thus, absences should be limited to an absolute minimum. All absences are classified as either excused or unexcused. An excused absence permits the student to make up all missed class work and tests within the next three (3) school days, while an unexcused absence will not, and will result in a grade of zero for all work assigned on the days missed. Students returning to school after an absence (excused and unexcused) must be accompanied by a note from home. If a note is not provided, the absence will be considered unexcused.

Excused absences are as follows:

- Student illness, after the third day a doctor's note is required.
- Death in the immediate family (Parent, Sibling, Grandparent, Uncle, Aunt, etc.)
- A family emergency
- A medical/dental appointment
- Events pre-approved by the Administration with at least a two weeks' notice, will be excused under the following conditions:
 1. Class work to be missed in each class must be completed **in advance** of the absence.
 2. Student must be maintaining an average grade of 80 in each class at the time of the request.
 3. A maximum of five (5) days are allowed per student per year.

Tardiness

Tardiness is very disruptive to the daily classroom routine. Therefore, three unexcused late arrivals will count as one unexcused absence, and added toward the total allotment per semester of six absences. Any arrival after 8:00 a.m. in the

Elementary, or Middle School will count toward this total. A note must be sent by the parent indicating the reason for the tardiness. Failure to send a note will result in the tardy being recorded as unexcused.

Excused tardies are as follows:

- Vehicle problems
- Inclement weather
- A family emergency
- A medical/dental appointment

STUDENT MANAGEMENT PLAN

The Academy Advisory Team and Administration are committed to a Student Management Plan that effectively supports the mission statement of Salem Sayers Baptist Academy: to enroll, educate, encourage, and graduate students as responsible citizens and ambassadors for Christ. Student management at SSBA is therefore based on Biblical principles and structured so that parents, students, and school personnel benefit mutually.

Certain fundamental principles apply at SSBA that directly affect this area of student management.

1. SSBA is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school.
2. The very existence of SSBA as a private Christian school must assume that admission and attendance is a matter of privilege, not right.
3. As a private Christian institution, SSBA reserves the right and indeed assumes the obligation to establish rigorous academic standards and strong disciplinary standards as well as decisive actions to be taken when these standards are not met.
4. While SSBA must be firm in maintaining an academically sound, safe, and effective environment for learning, the Academy is also extremely sensitive to the well-being of each child and family.
5. The ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at SSBA.

Neither the Student Management Plan nor the SSBA Student Handbook is intended to be or can be all-inclusive or define all types and aspects of student management standards. The Administration reserves the right and assumes the authority to publish rules and regulations in all matters of student management not otherwise specified.

While SSBA acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct is the obligation of SSBA. Therefore, in adherence to the Academy's purpose, philosophy, and mission statement, SSBA does not hesitate to require appropriate behavioral and academic discipline from each child.

STUDENT CODE OF CONDUCT

THE AUTHORITY OF THE SCHOOL

SSBA shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority encompasses any activity during the school day on school or church grounds, any school-related activity, regardless of time or location, and any school-related misconduct regardless of time or location.

When students are admitted to SSBA, they become identified with the school and the school is judged by the way they conduct themselves. As the school seeks to produce responsible citizens and ambassadors for Christ, student conduct is expected to reflect favorably on the students themselves and must extend to any occurrence, which reflects adversely on the name or reputation of SSBA.

CONDUCT OFFENSES

The following offenses, as defined, represent violations of the SSBA Student Code of Conduct. This list is representative only and not necessarily exhaustive of all areas of student conduct the Academy will find necessary to regulate.

Gum Chewing/Eating in Class

Gum chewing is prohibited on school or church property due to potential property damage. As a means of promoting campus cleanliness, the consumption of food or drink outside designated areas is forbidden without specific administrative authorization.

Failure to Obey Classroom Rules

In addition to the general school rules outlined in the Student Code of Conduct, each teacher has rules specific to the efficient operation of their classroom. These rules will be prominently posted in each classroom. Students are expected to comply with these classroom rules. Repeated or especially willful or premeditated violations of this expectation are also addressed under the entry entitled "Insubordination/Defiance."

Forbidden Items

Any items which would detract from the spiritual and academic mission of SSBA or which have the potential for significant disruption or distraction are forbidden at school during school hours. These include, but are not limited to, cell phones, iPods, mp3 players, cameras, recorders, laser pointers, fireworks, matches, lighters, cards, games, toys, chewing gum and inappropriate printed material. Staff discretion shall be utilized at school-sponsored activities for items listed.

Van Misconduct

Students are expected to observe the same standards of conduct while riding SSBA vans, as they are required to observe at school. Any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all passengers. Activities that are considered misbehavior include, but are not limited to, yelling, hitting, running, throwing objects, etc. Van policy prohibits eating and drinking in vans. It also requires that drivers ensure the van is cleaned after each trip.

Destruction of Property

Students shall not vandalize or otherwise damage or deface any property belonging to or used by SSBA or Salem Sayers Baptist Church. This prohibition shall extend, as well, to any private property on the premises of the Academy or the church. Parents of students found guilty of such damage or destruction shall be liable.

Gambling

Gambling or wagering of any form is not permitted at SSBA nor is the possession of paraphernalia normally associated with gambling.

Tobacco Use

The student possession, delivery, or use of tobacco products, including but not limited to cigarettes, cigars, snuff, chewing tobacco, pipes, or lighters is absolutely prohibited.

Inordinate Displays of Affection

The campus of Salem Sayers Baptist Academy, the facilities of Salem Sayers Baptist Church, and off-campus school events are all inappropriate times and circumstances for inordinate displays of affection. Such displays shall include, but are not limited to kissing, hugging, and embracing.

Inappropriate Publications

The possession or distribution of any material, written, visual, or aural that would interfere with normal school operations is prohibited. Prohibited materials would include but not be limited to:

- Those that are sexually suggestive or otherwise sexually inappropriate.
- Those that endorse actions endangering the health or safety of students.
- Those that are profane or blasphemous.
- Libelous material.
- Publications that criticize or demean school or church officials or staff.
- Hate materials that scurrilously attack or demean ethnic, religious, or racial groups.

Arson

The setting of any kind of fire on the premises of the Academy or the church or the false sounding of a fire alarm are both considered serious offenses in the Student Code of Conduct and, in most cases, constitute violations of the law as well. Law enforcement authorities may be called at the discretion of SSBA officials.

Assaults/Fighting

Fighting is absolutely prohibited, and where the safety or welfare of other students is involved, the school may contact law enforcement authorities.

Students are likewise prohibited from assaulting anyone on school or church property or at any school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Cheating

Cheating is a serious offense. It involves taking information from some source other than the student's own mind, and presenting it as if it came from his own mind. Thus, it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for these kinds of crimes. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precaution in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation.

Drug Abuse/Use

No student shall possess, deliver, use or be under the influence of any of the following substances while on school or church premises or while in attendance at any school-related activity or event:

1. Alcohol or any alcoholic beverage, "near beer," or any look-alike alcoholic beverage substitute.
2. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
3. Any abuse-able glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, or drank a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

"Under the influence" means a student's faculties are noticeably impaired, regardless of whether or not the student is legally intoxicated.

"Delivery" encompasses the transmittal, sale, or attempted sale of what is or what is represented to be any of the above forbidden substances.

Any violation will result in stringent disciplinary response, and law enforcement agencies may be notified at the discretion of Academy officials.

Extortion

Obtaining money or other objects of value from an unwilling person, or compelling another to act against their conscience or their own best interest through the use of coercion, blackmail, or force is a violation of the Student Code of Conduct and may be, depending on the circumstances, a violation of the law.

Forgery

The student's signing of their parent's name to school-related documents is prohibited and will result in disciplinary action.

Insubordination/Defiance

Insubordination or defiance includes a willful failure to comply with the rules and regulations of the SSBA or a willful failure to comply with the directives of school personnel. Such rejection of authority undermines the very mission of the school, is a denial of basic biblical principles, and will not go uncorrected.

Swearing/Abusive Language

Written or verbal name calling, curse words, threats, swear words, put downs, suggestive language or gestures, and innuendo are not acceptable in the academic and spiritual environment of SSBA and are prohibited.

Pornographic Materials

The possession, writing/drawing, or delivery of any licentious, sexually offensive material, whether written, visual, or aural, is strictly prohibited.

Theft

The taking of someone else's property, whether by force, deceit, or stealth is never acceptable at SSBA. Law enforcement officials will be notified when appropriate.

Weapons

No student shall enter the premises of Salem Sayers Baptist Academy or Salem Sayers Baptist Church in possession of a firearm, explosive weapon, or knife. Neither shall the student interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, or knife.

Students are also prohibited from bringing to school or a school-related activity any other weapons such as, but not limited to, fireworks of any kind, clubs or nightsticks, razors, metallic knuckles, martial arts paraphernalia, chains, or any other object used in a way that threatens to inflict bodily injury.

The possession or use of articles not generally considered weapons may be prohibited when, in the administration's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or property by virtue of possession or use.

Attendance at Salem Sayers Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Salem Sayers Baptist Academy.

DISCIPLINARY POLICY

SSBA reserves the right to expel, without prior notice, any student whose behavior endangers the other students or staff members, or whose behavior hampers the other students from learning. SSBA reserves the right to call unscheduled backpack, lunch box, purse, or desk checks to confiscate any illegal or improper items or substances. This may be done either individually or by the class.

The school's discipline policy is as stated below. The staff member on duty will be responsible for enforcing classroom and school rules. They will also be responsible for reporting any incident in question. Any question should be directed first to the classroom teacher, then to the Principal, and then if necessary, to the Academy Advisory Team.

There are rules that all must learn and abide by. The safety and welfare of the group will be the priority in any case. The classroom teacher's individual discipline policy will be formulated within these guidelines. Loving firmness is used. We encourage our teachers to use praise and reward rather than punishment when possible. Our purpose in discipline is to correct and reprove in order that the student may grow in the love and admonition of the Lord. We seek the restoration and reconciliation of sinners and respect discipline in light of God's Holy Word.

IDENTIFICATION OF DISCIPLINARY RESPONSES

The following disciplinary options, as defined, constitute an array of responses available to the teachers and administrators at SSBA. These responses are heavily dependent on school and home communication and cooperation in order to be effective tools of discipline. It should also be obvious that certain Conduct Code violations, including but not limited to tardies, trancies, and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by SSBA personnel.

Biblical Guidance

Biblical guidance is recognition by the teacher or other staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of Biblical guidance is to identify and address causes, not just address symptoms.

Redirection

Redirection is the deliberate channeling of energies toward behaviors that are preferred. It seeks to replace an inappropriate behavior with one that is appropriate.

Separation in the Classroom

On occasion, teachers may find it necessary to separate an offending student from another student or even from the entire class for a period of time. In the case of one student being separated from another, that separation may be permanent. Separation or preferential seating in the classroom may result from the need simply to re-focus a student on academic tasks or from the need to protect the class from disturbance and distraction.

Time Outs

Some students need a temporary respite from those factors stimulating misbehavior, a "cooling off" to regain control. A temporary period of isolation and silence that is age-appropriate can often provide this "cooling off" opportunity.

Loss of Play Time or Class Privilege

Normally, the loss of playtime should not exceed thirty (30) minutes. Class privileges include such activities as serving as line leader, row monitor, door holder, teacher's helper, and the like.

Disciplinary Referral

A Disciplinary Referral Form is issued by teachers and Academy staff members. They must be completed and sent with each student when sent to the Administration for disciplinary action.

Student-Administration Conference

Students may be referred to the Administration office for serious offenses or when teacher-directed disciplinary responses prove inadequate to handle the discipline problems a student is having. The Administration, in turn, has an array of measures at their disposal, ranging from a conference to the imposition of specific consequences as outlined in the Student Code of Conduct. Teacher referrals to the Administration shall specify the offense of which the student is accused and shall indicate those corrective measures the teacher has already tried. Frequently, though not in every case, the Administration may choose to involve the student's parents in the conference.

Teacher-Parent or Administration-Parent Conference

Such a conference may be requested by the school or by the parent and is again a reflection of the premise of home and school cooperation on which the educational program of SSBA is built.

Disciplinary Work Assignment

This is an assignment to be completed by the student and signed by the parent. Grounded in scriptural reference and instruction from God's Word, the work assignment is intended both to document and correct misconduct.

Warning

A warning is not only a reprimand but also a formal notice of consequences to follow should the inappropriate behavior not be corrected.

Detention

To deal with a student's willful disregard for established school policies and regulations, the Academy has established a program of correction through detention assignment. Students will be granted a minimum twenty-four hours advance notice to address such commitments or obligations and to arrange for alternative transportation. After-School Detention will be held as required. Once a detention has been assigned, the student must serve that detention, **regardless of extracurricular commitments or employment obligations.**

Reprimand

Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature can and should be handled by gentle reprimand or remonstrance. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.

Conduct Notice

A Conduct Notice is normally issued by the Administration not only to identify specifically the nature of the offense, but also to serve as official documentation of misconduct. A Conduct Notice requires a parent's signature, and thus acknowledgement of the misconduct, and the return of the form to the Administration the following school day.

Loss of Participation in Athletics

For repeated conduct violations, students will lose the privilege of participating in the athletic program until a resolution has been found. There will not be a refund of athletic fees. This measure will be used sparingly but may be used at the discretion of the Administration and/or Athletic Director.

Suspension

A suspension from school will result in the student receiving a zero for the class-work due on the day or days of the suspension/s. The suspending of school activities is to bring the student to recognize the offense and cause them to reflect and repent. This may be one day or more in application and is at the discretion of the Administration.

Expulsion

When the offense is serious, or the lesser offenses occur with frequency and other disciplinary measures have been applied without success, the student will be expelled from school. Once a student has been expelled, he/she may not be

re-admitted the remainder of the school year. An expelled student will not be permitted on campus during school hours or during any school-sponsored activities.

If the Academy Advisory Team deems it acceptable, student may return to the Academy the following school year.

The following are actions that may be taken upon a case-by-case consideration:

Immediate Expulsion

1. Possession of a controlled substance.
2. Possession of any weapon.
3. Sexual incident.

Major Offenses

At the discretion of the Administration, there will be a one (1) day suspension from school for the first major offense. This will be considered an unexcused absence. Thereafter, expulsion for the remainder of the school year will be the consequence.

1. Abuse of medication or not following medication administration policies.
2. Fighting or willful injury to another student or staff member.
3. Vandalism.
4. Possession of any improper or vulgar literature.
5. Use of improper or vulgar language or gestures.

GENERAL OFF-CAMPUS REGULATIONS

Students of SSBA are representatives of their school and their parents. Therefore there are certain guidelines that go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action even if the event occurred away from school.

- Stealing or shop-lifting
- Drunkenness
- Sexual immorality
- Possession of illegal drugs
- Vandalism
- Malicious prank against a school representative (e. g. teacher, secretary)
- Involvement in a felony crime
- Involvement in the occult

MUSIC

SSBA believes music that promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or satanic activity is not an acceptable form of entertainment. Therefore, while at school or school-sponsored functions, students may not listen to such music nor have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music. Violations will go through normal disciplinary procedures that may ultimately result in the students being asked to leave the school.

GRIEVANCE PROCEDURES

If a person has concerns or grievances, that person should follow the principles given by Jesus Christ in Matthew 18:15-17. The principles given by Jesus include:

- Go to the person in question privately.
- Go to those in the correct line of authority over that person only after you have first spoken to the person in question.
- Do everything with the purpose of building up, and not tearing down.

The normal chain or sequences of authority at the school that one should follow is: teacher or staff person, Administration, Principal, and then the Academy Advisory Team. The Academy Advisory Team is the final school authority. If a grievance is brought before the Team, all parties involved should provide a written statement addressing the complaint, steps that have been taken, suggested steps for resolutions, and if appropriate, suggested procedures for preventing recurrences in the future. After the Team has considered all information provided, they will, in a written statement, render their decision. All parties shall be informed of the decision.

UNIFORM DRESS CODE FOR STUDENTS KINDERGARTEN-12TH GRADE

Salem Sayers Baptist Academy has adopted a uniform dress code. This means every child is required to wear the same color and style of clothing. Students are required to wear their uniform during school hours.

Students must be in compliance with SSBA's dress code **before** arriving on campus. Students who are not dressed according to the dress code regulations will be sent to the office and will be required to phone their parent/guardian for the appropriate dress.

Girls may wear two traditional sets of earrings in each ear lobe. Girls are asked to keep their jewelry modest and to a minimal amount. When worn, jewelry should enhance one's appearance and not be a distraction. Hair should be a natural color. Hairstyles should not take away for the learning environment and the Academy reserves the right to make this determination. This includes shirts tucked in at all times and the appropriate belts and shoes worn.

Male students are to be clean-shaven (no beards and/or mustaches) and hair should be neatly groomed (i.e. hair should not touch the back shirt collar, hang below the ears, nor hang into the eyes.) Hair coloring should be a natural color. Boys are not allowed to wear any pierced jewelry. This includes shirts tucked in at all time and the appropriate belts and shoes worn.

All clothing must be labeled with student name and phone number. If clothing is left at the school, it will be collected and placed in the Lost and Found. Items not claimed will be donated to Goodwill. Lost and Found will be located in the school office and we encourage parents and students to search through it often for their belongings.

The Academy reserves the right to make the determination as to whether or not clothing is modest and acceptable.

DRESS CODE FOR SCHOOL FUNCTIONS

When participating in an activity of SSBA, we represent Christ through our school. The following dress code will help us present a unified testimony to the world that "we are His workmanship, created in Christ Jesus." (Ephesians 2:10)

- Attire must be appropriate for the activity.
- No clothing promoting worldly philosophies or inappropriate products (rock-n-roll, country music, alcohol, tobacco, etc.) will be permitted
- No tank tops or scoop-necked blouses.
- Shirts with buttons - only the top button may be undone.
- No gang-related clothing (including excessively baggy clothing).
- Skirts and dresses must be to the knee when standing.
- No half cut shirts or shirts that expose the midriff when sitting or stretching.
- No tight clothing.
- Shorts must be knee-length or longer. (*This rule applies to PE students and all students participating in our Athletics program*)

Salem Sayers Baptist Academy

Uniform Dress Code

GIRLS

BOYS

<ul style="list-style-type: none"> • Skirt: navy or khaki, knee-length <ul style="list-style-type: none"> ○ no narrow pencil-type skirts permitted ○ no skorts • Jumper: navy or khaki, knee-length • Shorts must be worn under skirts & jumpers • Pants: navy or khaki <ul style="list-style-type: none"> ○ no cargo pants ○ no capris • Belt: black or brown • Polo Shirt: cardinal red, white, or navy blue (no logos) • Turtlenecks/T-Shirts worn under polo shirt must be solid white, black, or navy • Socks: ankle-length of any color/design • Tights (in winter): black, navy, or white • Shoes: low top tennis shoes, dress/casual shoes with non-skid soles <ul style="list-style-type: none"> ○ No “heelies,” boots of any kind, or open toe or backless shoes permitted at any time • Sweaters/Jackets: solid colors, free of designs • Blue jeans: must be free of rips, tears, slits, holes, and fraying <ul style="list-style-type: none"> ○ No capris, no low-rise, hip-hugger, or skinny jeans 	<ul style="list-style-type: none"> • Pants: navy or khaki • Walking Shorts: navy or khaki, knee-length • Belt: black or brown • Polo Shirt: cardinal red, white, or navy blue (no logos) • Turtlenecks/T-Shirts worn under polo shirt must be solid white, black, or navy • Socks: ankle-length of any color/design • Shoes: low top tennis shoes, dress/casual shoes with non-skid soles <ul style="list-style-type: none"> ○ No “heelies,” or boots of any kind • Sweaters/Jackets: solid colors, free of designs • Blue jeans: must be free of rips, tears, slits, holes, and fraying. <ul style="list-style-type: none"> ○ No low-rise, hip-hugger, or skinny jeans
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Casual Friday: Every Friday students may wear blue jeans and a Christian t-shirt, their school-issued field-trip t-shirt, or their red, white, or light blue school polo shirt.

Field Trips: Students are to wear blue jeans and the current year’s school-issued field trip t-shirt.

ACADEMIC PROGRAM

Grades

All grades are recorded numerically and placed on report cards and transcripts as numerical grades.

Academics

A+ = 98 - 100	I = Incomplete
A = 94 - 97	W = Withdrawn from school
A- = 90 - 93	
B+ = 88 - 89	
B = 84 - 87	
B- = 80 - 83	
C+ = 78 - 79	
C = 74 - 77	
C- = 70 - 73	
D = 66 - 69	
F = 65 and below	

Numerical grades will be required in Math, Language Arts, Social Studies, and Science.

Kindergarten Grading

[NC] Not Covered	(This skill has not yet been introduced for assessment)
[AA] Almost Always	(Skill development in this area is satisfactory)
[MP] Making progress	(This skill is currently being worked upon)
[NI] Needs Improvement	(This skill should be mastered. Reinforcement of skill is needed)

No grades are given for the first six weeks in Kindergarten.

Conduct Grades

- E - Excellent, has fine attitude, is cooperative, and conforms to all rules.
- S - Satisfactory, occasional infraction of the rules, but generally behavior is acceptable.
- N - Needs improvement, makes frequent minor infractions of behavior code.
- U - Unsatisfactory behavior, poor attitude, uncooperative, disrupts class, does not respect the school or class rules.

Academic Divisions

<u>Semester One:</u>	<u>Semester Two:</u>
Four weeks progress report	Four weeks progress report
1st Nine weeks report card	3rd Nine weeks report card
Four weeks progress report	Four weeks progress report
2nd Nine weeks report card	4th Nine weeks report card

Honor Roll

- A-HONOR ROLL All grades at or above 90; all conduct grades E or S. Bible and PE grades E
- A/B-HONOR ROLL All grades at or above 80; all conduct grades E or S. Bible and PE grades S and above.

Any student making an "N" or a "U" in conduct will not qualify for the Honor Roll. To make the Yearly Honor Roll, a student must make the Honor Roll each grading period of the school year.

Exemption Policies for 7th-12th Semester Exams

As an incentive to our Junior and Senior High School students, we offer the opportunity to be exempt from taking the semester exams in each subject. This is a privilege and not a right. Students that receive a conduct notice for any reason,

or at any time in the semester, will not be exempt from any testing. Students are either exempt from all exams or none at all. This also applies to single semester classes (the students average from all other classes at the time of testing must also meet the criteria stated below). Students may be exempt from taking all the semester final exams under the following conditions:

- One excused absence A or B average (85% – 100%) Overall average in each class
- Two excused absences A average (90% –100%) Overall average in each class

REPORT CARDS

Report Cards are issued on a nine-week basis. The Report Cards will be sent home by way of the students to be signed and returned the following school day. If the need should arise, the school reserves the right to issue Report Cards to the parents directly at a parent/teacher conference or through the mail.

PROGRESS REPORTS

Progress Reports will be sent home at the end of the 4th week of each nine-week grading period. These reports will allow the teacher to keep you better informed of your child's progress.

ACADEMIC ASSISTANCE AND HELP CLASSES

Students who have failed a course during the nine-week report card period will be given academic counseling. The intent of this counseling is to stress the consequences that will occur if an adjustment is not made that improves the student's grades. The student will be required to attend after-school help classes until the next grading period. If after receiving academic counseling and attending help classes the student continues to do poorly and fails the next grading period, the student may risk being expelled for non-performance.

Help classes will be offered two afternoons a week and are not limited to failing students. If you feel your student would benefit from the additional help, please contact your child's teacher about your child attending.

HOMEWORK

Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning. Homework is normally due in class the following school day. The exception will be for a special project of some type. Homework is given for several purposes including the following:

- FOR DRILL...Students need solid drilling to master material essential to their educational progress.
- FOR PRACTICE...Following classroom explanations, practice is often necessary to ensure full understanding.
- FOR REMEDIAL ACTIVITY...As weak points in a student's grasp of a subject become evident, homework is often given to overcome such difficulties.

The teachers are discouraged from giving homework on Wednesday in order that the students, along with their families, may attend mid-week church services. Thursday testing is also discouraged.

RETENTION POLICY

Students shall be placed at the grade level to which they are best adjusted academically, socially, physically, and emotionally. A child will be considered for retention if they fail in two (2) or more of the core subjects of Reading, Science, English, Math, or History. In some cases, summer school may be taken to repeat specific core subjects.

LUNCH

Students are to show good manners at all times and are expected to follow all rules in the lunchroom.

VISITORS

Parents or other visitors are not permitted into the classrooms during normal school hours without going to the Academy office first to receive a visitor's badge. This is for the safety of our children. When people "drop in" unexpectedly, this disrupts the teaching process. All guests are subject to the same rules of conduct as students during their visit here. Visitors not meeting those standards of conduct will be asked to leave.

CONFERENCES

Your child's teacher will arrange scheduled meetings with you at least twice during the school year. If at any time you feel an additional conference is needed, contact your child's teacher.

FIELD TRIPS

Field trips are scheduled and supervised by the teacher. Parents are asked to help serve as chaperones. All field trips will be announced in the monthly school calendar. Only church vans will be used to transport students. All students (grades K-12) are required to wear their SSBA T-shirt on each of their field trips.

HOMESCHOOLED STUDENTS

SSBA seeks to compliment the education that students are receiving from homeschooling by offering specific opportunities. Applicable enrollment procedures and policies must be adhered to and an enrollment fee of \$75.00 will apply. This affords access to our library, chapel services, field trips, graduation ceremony, S.A.T. testing, P.E., and sports (there is an additional fee for each sport). All Academy policies would apply.

ATHLETIC PROGRAM

Our Athletic Department is an extension of the educational ministry of our school. It serves to build Christian character and discipline in young men and women. Our purpose is to instill the desire within our athletes to always strive to bring honor and glory to God through the talents He has given them. It is anticipated that our student athletes and spectators will conduct themselves in a Christ-like manner.

There is a fee for each sport that your child participates in. The fee must be paid in full **before** a student can participate in the program. The fee is nonrefundable. This fee is used to offset the cost of officials, equipment, uniforms, and other miscellaneous expenses. Additional fees may be assessed for athletic equipment that is damaged or not returned. All athletic uniforms are property of SSBA and must be turned in to the Athletic Director at the completion of each sport.

No Pass/No Play

If a student is not carrying a minimum of 70 grade average in all subjects, that student will be on athletic suspension for one (1) week and grades will be re-evaluated in one (1) week. Once the grade is at or above 70, the athlete will be allowed to return to play in games. The student will be able to practice with the team and to sit on the bench, but will not be able to play until the grades are brought up to a minimum of 70 grade average in all subjects. The athlete must first learn to be responsible in the classroom, and only then may they enjoy the privilege of organized sports.

When traveling to athletic events, team players and coaches are expected to ride in Academy vans/bus. Occasionally, Academy staff members or parents of athletes may ride with the team if space permits.

Homeschool Students

Homeschool students are allowed to participate in our sports program on the condition that they follow the guidelines set forth in the Academy Handbook. The academic requirements will apply to homeschool students. An athletic fee plus the \$75.00 enrollment fee will be due. Students must meet the grade requirements of our No Pass/No Play policy. Homeschool parents will need to submit a grade report weekly to the Athletic Director.

Physical Exam

We require an annual physical exam for students participating in one or all of our athletic sports. For new students to our school, medical forms should be complete and on file with your school enrollment forms. For returning students, a physical exam must be completed before participation in the athletic program.

For repeated conduct violations, students will lose the privilege of participating in the athletic program until a resolution has been found. There will not be a refund of athletic fees. This measure will be used sparingly but may be used at the discretion of the Administration and/or Athletic Director.

Parents are expected to encourage and behave in a Christ like manner at all games (home or away). The players should be cheered to excel in their sport and not be criticized or put down. We should also welcome a team to our competition before the game and congratulate the players and coaches of visiting teams afterwards. Parents who have a concern about a player's performance should address the coach and never the player themselves. Parents should never address the referees during a game. SSBA reserves the right to ask any parent not behaving appropriately to leave the game and the gym (home or away).

Sport	Season	Eligible	Fees
Volleyball	August – October	5 th – 12 th grade girls	\$50.00
Basketball	November – February	5 th – 12 th grade boys & girls	\$50.00
Track	March – April	7 th – 12 th grade boys & girls	\$50.00

**SALEM SAYERS BAPTIST ACADEMY
HIGH SCHOOL GRADUATION REQUIREMENTS
RECOMMENDED ACHIEVEMENT DIPLOMA**

Student: _____

COURSES	CREDITS	
English	4.0	<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV
Math	3.0	<input type="checkbox"/> Consumer Math <input type="checkbox"/> Algebra I <input type="checkbox"/> Algebra II <input type="checkbox"/> Business Math <input type="checkbox"/> Plane Geometry <input type="checkbox"/> Trigonometry <input type="checkbox"/> Analytical Geometry
Science	3.0	<input type="checkbox"/> Physical Science <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Physics
Social Studies	3.0	<input type="checkbox"/> ½ World Geography <input type="checkbox"/> World History <input type="checkbox"/> U.S. History <input type="checkbox"/> ½ U.S. Government
Economics	0.5	<input type="checkbox"/> ½ Economics
Languages	1.0	<input type="checkbox"/> Spanish I <input type="checkbox"/> Spanish II
Physical Ed.	1.5	<input type="checkbox"/> ½ PE <input type="checkbox"/> ½ PE <input type="checkbox"/> ½ PE
Public Speaking	0.5	<input type="checkbox"/> ½ Public Speaking
Computer	0.5	<input type="checkbox"/> ½ Computer
Bible	3.0	<input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible
Electives	0.5	<input type="checkbox"/> ½ Elective
Health	0.5	<input type="checkbox"/> ½ Health
<i>TOTAL</i>	<i>21</i>	

**SALEM SAYERS BAPTIST ACADEMY
HIGH SCHOOL GRADUATION REQUIREMENTS
HONORS DIPLOMA**

Student: _____

COURSES	CREDITS	
English	4.0	<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV
Math	4.0	<input type="checkbox"/> Consumer Math <input type="checkbox"/> Algebra I <input type="checkbox"/> Algebra II <input type="checkbox"/> Business Math <input type="checkbox"/> Plane Geometry <input type="checkbox"/> Trigonometry <input type="checkbox"/> Analytical Geometry
Science	4.0	<input type="checkbox"/> Physical Science <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Physics
Social Studies	3.0	<input type="checkbox"/> ½ World Geography <input type="checkbox"/> World History <input type="checkbox"/> U.S. History <input type="checkbox"/> ½ U.S. Government
Economics	0.5	<input type="checkbox"/> ½ Economics
Languages	2.0	<input type="checkbox"/> Spanish I <input type="checkbox"/> Spanish II
Physical Ed.	2.0	<input type="checkbox"/> ½ PE <input type="checkbox"/> ½ PE <input type="checkbox"/> ½ PE <input type="checkbox"/> ½ PE
Public Speaking	0.5	<input type="checkbox"/> ½ Public Speaking
Computer	1.0	<input type="checkbox"/> ½ Computer <input type="checkbox"/> ½ Computer
Bible	4.0	<input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible <input type="checkbox"/> ½ Bible
Electives	1.5	<input type="checkbox"/> ½ Elective <input type="checkbox"/> ½ Elective <input type="checkbox"/> ½ Elective
Health	0.5	<input type="checkbox"/> ½ Health
<i>TOTAL</i>	<i>27</i>	

CHILD DEVELOPMENT CENTER (DAYCARE) AND MDO HOURS OF OPERATION, POLICIES, AND PROCEDURES

Hours of Operation

CDC hours of operation: Monday – Friday 6:30 a.m. – 6:00 p.m.
MDO hours of operation: Tuesday and Thursday 8:00 a.m. – 2:30 p.m.

Sign In/Sign Out

All teachers are required to sign each student in. Parents will be required to sign their child/ren out. An adult must escort all students to their room. No person under 16 years of age or anyone not authorized by the parent will be allowed to leave with your child.

Accidents

Reportable (to the Texas Department of Family and Protective Services) accidents are those that occur during school hours and require a doctor's services or result in at least one-half day's absence from school. An Accident Report must be completed and filed in the student's permanent record for all reported injuries. Neosporin will be used on cleaned, open wounds unless otherwise advised by the parent or doctor. Ice is used for bumps.

Pick-Up Authorization

All parents and any authorized persons must be prepared to show a picture I.D. to verify their identity. You might have to show this many times before we are all familiar with you. Please understand this is done for the safety of your child. Only persons listed on the Enrollment Form will be allowed to pick up students.

Naptime and Outdoor Play

All students will have a rest time of approximately 2 ½ hours, but no more than 3 hours. No student is required to sleep but is encouraged to rest quietly during this time.

Outdoor play is encouraged daily as weather permits.

Late Pick-Ups

The CDC is open until 6:00 p.m. Any student not picked up by 5:50 p.m. will be taken to the Fellowship Hall. After 6:00 p.m., you will be charged \$2.00 per minute per child. You will be required to punch a time card and sign this card agreeing on the arrival time. Please be considerate that our teachers also have families that depend on them. We will make every attempt to contact you about your child; however, you will have until 6:45 p.m. to pick up your child before the authorities are called. Repeat violators risk expulsion.

Clothing and Personal Belongings

Your child will need to wear comfortable clothing that is weather-appropriate. Halter-tops and spaghetti straps are not allowed. All clothing must be easy for the child to manipulate. Teachers will help any child with their clothing, such as buttons or snaps, but they will encourage the child to learn to do this on their own. This helps the child's self-esteem and independence. All clothing must be labeled with the child's name. **Children are not allowed to bring any toys, electronics, or dolls to school**, with the exception of Show and Tell items permitted by the teacher.

Snacks

All preschool students must bring a morning snack. This snack needs to include items that provide Vitamin C, Vitamin A, and other nutritional foods. We are required by the Texas Department of Family and Protective Services to monitor all food items either brought to the Center or received at the Center. A child may never be forced to eat but can be encouraged. The Center provides each child with an afternoon snack. Mother's Day Out morning snack is provided by the Academy.

Lunch

Lunches must be sent from home in a lunch kit with an ice pack. Lunches will not be refrigerated. We encourage the use of a thermos for hot food items.

Field Trips

Preschool will have three in-house field trips.

Water Activities

Water activities may include sprinkler play, splashing and wading pools, swimming pools, and water table play.

After School - Not Enrolled in Salem Sayers Baptist Academy

An enrollment fee of \$75.00 per family will be charged for after-school daycare for students not enrolled in SSBA. This must be paid in full at the time of enrollment. A \$210.00 fee will be charged monthly thereafter for the first child. (Price decreases for every child enrolled thereafter.) Accounts not kept current will result in student/s being dropped immediately from the roster until amount due is paid in full.

Holiday Care

- **SSBA students** not enrolled in a daycare program may stay in daycare on student holidays, teacher in-service, and Spring Break, with notice given to the school office. Students will be charged the rate of \$20.00 per day or \$100.00 per week.
- **Non-SSBA students** not currently enrolled in the After School Program, \$130.00 for the week/\$26.00 per day.

MDO Closure Days

No Mother's Day Out during Academy holidays, VBS week, Independence Day, and the last two weeks in August.

Early-Out Fee Academy/CDC

Students K-12 years old enrolled in the Academy may stay in daycare on early-out days from 12:00 p.m.–3:00 p.m. for the fee of \$15.00 per day. This fee does not apply if already enrolled for the month in either Extended Care or After-School Care.

Early Arrival Penalty Academy/CDC

The charge will be \$2.00 per minute for early arrivals before 7:45 a.m. unless enrolled in the before school program.

Late Pick-Up Penalty Fee

The charge will be \$2.00 per minute for late pick-ups. Late pick-ups are those after 6:00 p.m. for students enrolled in the After School program, after 3:15 p.m. for students in grades K-12 not enrolled in daycare, after 12:15 for students in Pre-K not enrolled in Extended Care or after School Care, and for MDO students not picked up by 2:30 p.m.

Late Payment Policy

- **Academy/ASC:** Payment is due the 1st of each month. \$25.00 will be charged for any payment received after the 10th of each month. The latest any payment will be accepted before the child is dropped from the rolls is the 1st of the next month, when the following will be due: the last month's tuition, the \$25.00 late fee, and the current month's tuition. Any payment after the 15th of the month must be made by money order or cashier's check. Once a child has been removed from the rolls, a reinstatement fee of \$100.00 will be charged to reinstate that student, if space is available.
- **MDO and Summer Daycare:** Accounts will be charged a penalty of \$20 for non-payment the week service is rendered.

Non-SSBA student accounts must remain current in order for student/s to remain in our programs. This also pertains to both SSBA and non-SSBA students enrolled in the summer daycare program. If your account is not kept current, your student will not be able to return until your balance is paid in full.

A \$30.00 charge will be added for any check returned for Non-Sufficient Funds. The account must then be paid in cash to the school office.

Parental Notification

Parents will be notified in writing of changes to policies, procedures, or other pertinent information regarding the center. Notes will be sent home with the students. A monthly calendar is also mailed out detailing upcoming events such as parties, fieldtrips, and other general information.

Enrollment

Parents of new students must go through an enrollment interview with the CDC Director. A completed enrollment packet must be turned in to the Academy Office before students are permitted to attend.

Open-Door Policy

The CDC has an open-door policy that allows parents to visit the center any time during hours of operation to observe their child. Parents must check in at the Academy Office and receive a visitor pass before they are allowed to visit. Parents are considered partners and are encouraged to attend chapel services, field trips, parties, and school programs.

Review of Minimum Standards & Licensing Inspection Report

A copy of current minimum standards for licensed registered daycare centers is available for viewing at the Academy Office. The most recent licensing inspection report is posted in the Academy office.

Important Information

- Local Licensing Office: Texas Department of Family and Protective Services, P.O. Box 23990, San Antonio, TX 78223-0990, (210) 337-3399, www.texaschildcaresearch.org
- Child Abuse Hotline: 1 (800) 252-5400

PARENT/STUDENT AGREEMENT



**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY
AND SIGN BELOW TO INDICATE YOUR AGREEMENT**

I hereby affirm that I have read the Parent/Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Handbook.

I understand that the standards of the school do not tolerate any words or actions that dishonor the Word of God. I understand that disrespect to the personnel of the school or continued disobedience to established school policy will not be tolerated.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Salem Sayers Baptist Academy and is subject to change without notice by decision of the Administration. Admission to this school is a privilege, not a right, and admission for one school year does not guarantee admission for future years.

Student Signature

Date

Parent/Guardian Signature

Date