SHALOM CHRISTIAN ACADEMY



PARENT-STUDENT HANDBOOK

K–6 | 2026–2027 SCHOOL YEAR

Anchored in Christ. Empowered by Knowledge. United in Purpose.

Faith • Scholarship • Character • Leadership • Service

Foundational Scripture: Titus 3:8

SHALOM CHRISTIAN ACADEMY

FOUNDATIONAL BELIEFS

Statement of Faith • Mission • Core Values • Educational Philosophy

Anchored in Christ. Empowered by Knowledge. United in Purpose.

"These things I want you to affirm constantly..." | Titus 3:8

Faith • Scholarship • Character • Leadership • Service

Statement of Faith

We affirm our faith in the Bible. We believe that the Holy Bible was written by men inspired by God and is a perfect treasure of heavenly instruction and that it has God for its author, salvation for its end, and truth without any mixture of error.

We affirm our faith in God. We believe that there is one, and only one, living and true God eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

We affirm our faith in Jesus Christ. We believe in Jesus Christ, the man of Nazareth, our crucified and Risen Lord. He has come to us and shared our common lot, conquering sin and death and reconciling the world to Himself.

We affirm our faith in the Holy Spirit. We believe that the Holy Spirit abides within believers to empower, lead, guide, and instruct us; thereby imparting gifts so that the church will produce strong disciples.

We affirm our faith in Repentance and Salvation. We believe that mankind can obtain salvation through the redemptive work of Christ upon repentance of sin.

We affirm our faith in Sanctification. We believe that Sanctification is the process by which the Christian is enabled to live a holy and separated life. We are made partakers of God's holiness. We believe that Sanctification is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit.

We affirm our faith in the Blessed Hope. We believe in the Blessed Hope, which is the rapture of the Church of God, which is in Christ, at His return.

Blessing and Honor Glory and Power unto God.

Mission Statement

Shalom Christian Academy is to seek to create a nurturing learning environment, which provides for the spiritual, mental, intellectual, and physical growth of each child, while reaching academic excellence and strengthening Christian principles. We know that children need a variety of skills on all levels to become successful, and our goal is to provide those vital skills during their early and formative years that will prepare them and ensure their success for future years.

Objective

The primary objective of Shalom Christian Academy is to provide a solid academic foundation in the fundamentals of learning with added emphasis on spiritual character training. The well-qualified administration, faculty, and staff demonstrate a caring concern for all children under their care.

School's Goals

Shalom Christian Academy is committed to nurturing students in a holistic manner, integrating academic excellence with biblical principles. Our foremost goal is to cultivate a strong spiritual foundation grounded in Christian values, fostering a deep understanding of God's love and teachings. Through a rigorous curriculum, we aim to equip students with critical thinking skills and knowledge while instilling virtues such as integrity, compassion, and servant leadership. Our community strives to create a supportive environment where students can flourish academically, emotionally, and spiritually, preparing them to be compassionate and responsible citizens who positively impact the world around them. With a focus on character development and a commitment to excellence, we endeavor to empower students to fulfill their God-given potential and live out their faith in every aspect of their lives.

Purpose

Shalom Christian Academy's purpose is to educate each student in a Christ-centered academic environment with an emphasis on spiritual character training that inspires them to make a difference for Jesus Christ in the world.

Core Values

Shalom Christian Academy strives to fulfill its mission while attaining its vision.

Truth: Scripture is the revealed Word of God and is taught as truth. Students are taught that:

- All truth is God's truth.
- They are created in the image of God.
- They must confront the issue of sin and redemption.
- They can have a personal relationship with our Lord Jesus Christ.
- They can know God as revealed in Christ and made present through the Holy Spirit.
- They can live to be honest and responsible.
- They can fulfill God's plan for their lives.

Potential In Christ: The learning environment promotes an experience that enables students to reach their full potential in Christ. The school focuses its teaching on the following:

- Providing programs and services appropriate for the student.
- Establishing awareness of the student's relationship and responsibility to society.
- Preparing for work of service.
- Developing an eternal view of life.

- Developing students intellectually, spiritually, socially, emotionally, and physically.
- Making disciples.
- Thinking and processing information in the context of a biblical worldview.

Intellectual Development: The school strives to enlighten students' minds to be like Christ by teaching God's principles with academic pursuits. Developing students with a biblical worldview who are well prepared in all academic disciplines with an emphasis on:

- Accurately interpreting the Word of God.
- Mastering communication skills.
- Showing proficiency in mathematics and science.
- Understanding God's role in history.
- Appreciating literature and the arts.
- Reasoning and thinking critically.
- Developing STEAM (Science, Technology, Engineering, Arts, and Mathematics).
- Finding, analyzing, evaluating, and appropriately using information.
- Integrating faith and learning in all academic disciplines.
- Teaching Bible as an essential core subject in the academic curriculum.

Christian Leadership: The School Board, Headmaster, administration, faculty, and staff are called to be committed followers of Christ, to teach and lead from a biblical perspective. Expectations of the school's governance, leadership, and teaching will be to:

- Model Christ in their teaching and leading.
- Reflect and support the school's mission and core values.
- Exhibit love, justice, humility, and service throughout the community.
- Understand and focus on achieving the school's vision and expected outcomes.

Operational Integrity: The school's operational practices model includes integrity, productivity, and accountability. The operation of the school consistently:

- Reflects the high road to policy development and accountability in governance.
- Manages people resources ethically and justly.
- Manages and monitors school finances with integrity and disclosure.
- Reflects honesty, openness, and fairness in parent relations.
- Maintains high academic standards with internal and external evaluation.
- Initiates a plan of consistent evaluation and assessment for continuous improvement.
- Conducts straightforward Christ-like relations with the government and its agencies.
- Creates ethical strategies in business, development, marketing, and personnel.
- Conducts fair and consistent classroom management.

Essential Elements of a ACSI Member Christian School

As an ACSI member we believe that Christian schools exist to support parents in fulfilling their biblical responsibility to educate children. Our intent is not to define each school's philosophy but to provide a starting point, a framework consisting of five essential elements upon which Christian schools can build and implement their own philosophy.

- **Truth**
- **Intellectual Development**
- **Christian Educators**
- **Potential in Christ**
- **Operational Integrity**

Truth

Scripture is the revealed Word of God and is taught as truth, and that truth is integrated into the learning experience. Students are taught that:

- All truth is God's truth.
- They are created in the image of God. (Genesis 1:26–27)
- They must confront the issue of sin and redemption. (1 John 1:9)
- They can know God as revealed in Christ and made present through the Holy Spirit. (Luke 11:3, John 20:22)
- God's Word permeates and is integrated with every aspect of the curriculum.

Intellectual Development

The Christian mind should be the best mind, enlightened by the mind of Christ and having integrated God's principles with academic pursuits. The aim is to develop students with a biblical worldview who are well prepared academically with an emphasis on the following:

- Accurately interpreting the Word of God
- Mastering communication skills
- Showing proficiency in mathematics and science
- Understanding history and God's activity in it
- Appreciating literature and the arts
- Reasoning and critical thinking
- Finding, analyzing, evaluating, and appropriately using information

Christian Educators

The Christian school must have a board, administration, faculty, and staff who are committed followers of Christ, teaching and leading from a biblically integrated perspective. Those engaged with the school's governance, leadership, and teaching will

- Model Christ in their teaching and leading
- Understand and focus on achieving the school's vision and expected outcomes
- Reflect and support the school's mission and core values

Potential in Christ

Every learning experience aims to engage students toward their full potential in Christ. Teaching will include a focus on

- Providing programs and services appropriate for the student
- Establishing awareness of the student's relationship and responsibility to society
- Developing students intellectually, spiritually, socially, emotionally, and physically through every curricular activity
- Making disciples
- Preparing for works of service
- Developing an eternal view of life

Operational Integrity

The school's day-to-day operational practices are a consistent model of integrity, efficiency, and accountability. Biblical values and standards are consistently implemented in every aspect of the school's operation

- Governance reflects the high road to policy development and accountability.
- People resources are managed ethically and justly.
- Financial issues are managed and monitored with integrity and disclosure.
- Relations with the government and its agencies are straightforward and Christlike.
- Development and marketing strategies are ethical, clear, and open.
- Classroom management is consistent and fair.
- Parent relations reflect honesty, openness, and fairness.

https://www.acsi.org/essential_elements

SMCA's Philosophy

Shalom Christian Academy 's educational philosophy is based on a God-centered view that all truth is God's truth, and the Holy Bible is God's inspired, infallible, and authoritative Word. God created all things and sustained all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or know God unless by choosing God's "FREE" gift of salvation through His Son, Jesus the Christ.

Our duty as educators is to teach Christian values and to provide a biblical worldview that promotes a righteous lifestyle that affects our community in their homes, at work, at play, and at worship. In our pursuit to live and teach Christ's standard of excellence, we focus on high academic standards while helping the students achieve creative and critical thinking skills using the integrated curriculum available. Our responsibility to the student includes the spiritual, mental, intellectual, physical, social, and emotional areas of development. This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always communicating the purposes of SMCA.

School's Educational focuses are:

- To teach that the Bible is God's inspired and infallible, authoritative Word, therefore developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).
- To teach the basic doctrines of the Bible (Titus 2:1).
- To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9,10).
- To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22,23).
- To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7).
- To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
- To teach the student respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
- To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
- To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:103).
- To help the student develop his identity in Christ as a unique individual, created in the image of God and to attain his fullest potential (Psalm 139:13-16).
- To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
- To teach the student how to contribute to society by realizing his need to serve others (Galatians 5:13; Romans 2:10).

- To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19,20).
- To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19,20; I Corinthians 10:31).
- To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics (II Corinthians 5:20).
- To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
- To Teach the student how to research and reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
- To teach the student good citizenship by understanding and appreciating our Christian and American heritages [home, church, and nation] (I Cor.10:11; Rom. 13:1-7).
- To teach the student biblical creationism, the literal six days of creation, and God's direct act of creating Adam and Eve (Genesis 1-2).
- To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
- To help parents to understand the school's purpose and program.
- To assist parents in keeping up with the changing culture, its effect on the home, and its implications for their children.
- To encourage parents to realize and shoulder their responsibility for their children's spiritual, moral, and social education (Deut. 6:4-7).

Parent-Student Handbook K - 6 (2026-2027)

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INTRODUCTION

WELCOME

It is a privilege to have your child enrolled in our Academy, and we want to do everything possible to make it an enriching experience for your child. This task will require your full cooperation with us in the education process. We trust that this handbook will help you understand more fully our goals and purposes at Shalom Christian Academy. Our desire is to provide your child with a high quality education in a Christ-centered setting. Our continuous goal is to provide your child with “A Solid Foundation, Academically, and Spiritually.”

IDENTIFICATION

MISSION STATEMENT

Shalom Christian Academy's mission is to establish a nurturing learning environment that fosters the spiritual, mental, intellectual, and physical development of each child, all while promoting academic excellence and bolstering Christian principles. We are aware that children require a diverse array of skills at all levels in order to achieve success. Our objective is to equip them with these essential skills during their early and formative years, which will ensure their success in the future. Our motto is "Connecting Young Minds to a World of Knowledge."

- educating their children to think and live consistently with a biblical world-and-life view (Genesis 1:1, Proverbs 1:7, 2:6-15, Romans 11:36, Ephesians 3:10, Philippians 2:5);
- discipling them in love and truth toward Christlikeness and a lifelong passion for glorifying God (Matthew 28:19, Luke 10:27, Galatians 4:19, Ephesians 1:15-19, and 4:15)

VISION

The primary objective of Shalom Christian Academy is to provide a solid academic foundation in the fundamentals of learning with added emphasis on spiritual character training. With our well-qualified administration, faculty, and staff demonstrate a caring concern for all children under their care.

CORE VALUES

Shalom Christian Academy is founded upon the

- Supremacy of God’s Word and His Glory
- Discipling Students Lovingly toward Christlike Character, and the
- Pursuit of Academic Excellence

ACADEMYWIDE EXPECTED STUDENT OUTCOMES

Shalom Christian Academy's goal is to graduate students who are

1. Responsible Learners who
    a. understand subject content and skills
    b. use appropriate learning strategies
    c. integrate principles into real-world living
2. Discerning Thinkers who
    a. use a biblical perspective
    b. solve problems
    c. organize and use information to support conclusions
3. Faithful Disciples who
    a. are born again
    b. are committed to a personal relationship with Christ
    c. practice spiritual disciplines
    d. are involved in a local church
4. Servant Leaders who
    a. develop leadership skills
    b. use gifts and talents to glorify Christ
    c. serve others in school and community
    d. understand missions both locally and abroad

STATEMENT OF FAITH

1. We believe the Bible is the inspired, inerrant, infallible, and authoritative Word of God. (II Peter 1:19-21 and II Timothy 3:16)
2. We believe there is only one God who is eternally existent in three persons. Those three persons are: God the Father, God the Son, and God the Holy Spirit. (Genesis 1:1; John 9:35, 10:30, and 14:16-26)
3. We believe in the Deity of the Lord Jesus Christ; He is God the Son. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood; and His personal, bodily return in power and great glory. (Matthew 1:18, John 1:4, Acts 1:11; and I Thessalonians 4:16-17)
4. We believe that regeneration by the Holy Spirit is essential for the salvation of lost and sinful men. (John 4:14; and II Thessalonians 2:13-14)
5. We believe in the resurrection of the saved unto life and the resurrection of the lost unto damnation. (Mark 16:16 and John 5:29)
6. We believe in the spiritual unity of believers in the Lord Jesus Christ. (Romans 12:16; 15:6, II Corinthians 13:11, and Ephesians 4:3)
7. We believe the indwelling of the Holy Spirit enables the Christian to live a godly life**,** in accordance with Biblical principles. (John 6:37-40, 10:27-30; I Corinthians 1:4-8; I Peter 1:5; Romans 1:21-27; I Corinthians 6:9-20)

STATEMENT OF NONDISCRIMINATION

Shalom Christian Academy admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Academy. The Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of their educational or admissions policies, hiring, or their scholarship, loan, or other Academy-administered programs. This statement of nondiscrimination shall appear in all the Academy's promotional literature.

In addition, since it is our biblical role is to work in conjunction with the home to mold students to be Christlike, on those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle that the Academy teaches, the Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; professing to be a homosexual/bisexual/transgender person or engaging in or practicing homosexual/bisexual/transgender behavior, as well as condoning, supporting or otherwise promoting such practices; or otherwise having the inability to support the moral principles of the Academy. (Leviticus 20:13a, Matthew 19:4-6; Romans 1:21-27; I Corinthians 6:9-20).

EDUCATIONAL PHILOSOPHY & ACCREDITATION

EDUCATIONAL PHILOSOPHY

Biblical Foundations

The educational philosophy of Shalom Christian Academy is based upon the Biblical view of truth and man as set forth in the Bible. The verbally inspired Word of God in its truthfulness and completeness is the only criterion, the supreme and final authority, for faith and practice, and therefore, is the starting point of all rational inquiry and the guide to all interpretation of reality (2 Peter 1:19-21; 2 Timothy 3:16). The Bible is the source of the principles determining other subjects and the way in which they are taught. The presentation of Biblical truth is thus not confined to a single segment of the curriculum--the study of the Bible--but is integrated throughout the teaching of all subjects. This facet of SCA makes us unique among most schools in our community.

Man, created in God's image (Genesis 1:26-27), and for fellowship with Him (Revelation 4:11), fell through disobedience to his Creator. His rebellion against God (Genesis 3) brought all mankind under the dominion of sin with all humans being born essentially sinful (Romans 5:12). God provided for the restoration of His image in man through His Son, the God-Man, Jesus Christ (I Timothy 3:16). He came into the world to redeem mankind by His substitutionary death on the cross and the shedding of His blood (I Peter 2:24; Luke 19:10; Romans 3:24-26; Hebrews 9:22). His bodily resurrection proved Him to be the Son of God (Romans 1:4) with power to save all who come to God by Him (Hebrews 7:25).

Purpose of Existence

According to God's Word, parents are responsible for their children's education (Genesis 18:19; Deuteronomy 6:5- 7; Proverbs 22:6; Ephesians 6:4; II Timothy 1:5;3:15). It follows that the education of the children is the prerogative of the parents or church members (Romans 13:7; Luke 20:25).

Goal of Education

The Christian's highest purpose is to glorify God (Colossians 1:15-17). The Christian Academy can best fulfill this purpose by helping students develop Christlikeness in both character and action after their salvation. Growth in godliness proceeds step by step from rebirth toward full maturity "in the knowledge of our Lord Jesus Christ" (II Timothy 3:17; II Peter 1:5-8).

Means of Accomplishing Goal

A. For the students' spiritual development (I Samuel 2:26; Luke 2:52), the Academy seeks to see all students come to a saving knowledge of Jesus Christ. We then encourage students to strive to develop Christlikeness, resulting in holiness of character (1 Peter 1:16) and a Biblical worldview. The means by which these goals are accomplished are
    - providing regular chapel services and special preaching times as well as student-led mentoring groups;
    - maintaining daily Bible classes that include Scripture memory and personal application of spiritual principles;
    - offering mission emphases, trips, outreach opportunities, and other opportunities for students to use their abilities in service; and
    - giving daily exposure to Biblically integrated teaching;

B. For the students' academic or intellectual development (I Samuel 2:26; Luke 2:52), the Academy endeavors to maintain high academic standards and thorough instruction, not as ends in themselves but as a means of improving and equipping students as servants of God and as preparation to fulfill God's will for their lives, which may include successfully competing at higher levels of education and training. The means by which these goals are accomplished are
    - providing quality instruction that includes a variety of teaching methods and an awareness of the individual needs of students;
    - challenging students to think critically;
    - offering college preparatory classes;
    - honoring students with strong academic records; and
    - providing scholastic competitions in various subject areas;

C. For the students' personal and social development (I Samuel 2:26; Luke 2:52), the Academy helps the student to develop a proper understanding of himself or herself as a unique individual created in God's image as well as to refine God-given abilities. The means by which these goals are accomplished are
    - providing a continual emphasis upon the goal of service and a provision in the program for instruction in skills and disciplines that equip for service (Mark 10:45);
    - giving daily training in godly habits and personal responsibility;
    - encouraging and requiring a mutual respect among all students, faculty, and administration;
    - employing various systems of discipline to help students develop and maintain their own restraint and discipline; and
    - offering various opportunities for social interaction among students.

D. For the students' physical development (I Samuel 2:26; Luke 2:52), the Academy encourages the students to maintain physical fitness, good health habits and God-honoring use of the body as the temple of God. The means by which these goals are accomplished are
    - providing regular and varied physical education;
    - giving health instruction with principles based on God's Word;
    - maintaining an athletic program with interscholastic competition at various levels;
    - expecting and promoting sportsmanship and Christlike attitudes during physical activities of any kind; and
    - offering a nutritious food service.

E. For each student's home (Deuteronomy 6:5-7), the Academy fulfills the role of reinforcing godly principles taught at home and at church but not usurping the role of either. The means by which these goals are accomplished are
    - cooperating closely with parents in every part of their child's development, particularly as it relates to the programs of the Academy;
    - helping students to understand the mission and purpose of the Academy;
    - aiding families in spiritual growth and building Christ-centered homes; and
    - encouraging regular attendance and involvement in a local church.

ACCREDITATION

Shalom Christian Academy is accredited by the Association of Christian Academy's International (ACSI) and Cognia. These organizations certify our faculty.

ADMISSIONS

ADMISSIONS POLICY

SCA admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. The Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of their educational, personnel, hiring, or admissions policies, or their scholarship, loan, or other Academy-administered programs. As a Bible-believing institution, this policy of nondiscrimination does not extend to areas of religious conviction, beliefs, or moral-life style contrary to Scripture. Our biblical and philosophical goal is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this goal involves the Academy's understanding and belief in what qualities or characteristics exemplify a Christlike life. Shalom Christian Academy abides by the Biblical teaching on the subject of sexual immorality. The Bible makes it clear that Christians should flee from sexual immorality (I Corinthians 6:18-20), including, but not limited to premarital sex, homosexual lifestyle, and bisexual or transgender identity. While enrolled at Shalom Christian Academy, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the Academy and to refrain from certain activities or behavior.

Thus, Shalom Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be a homosexual/bisexual/transgender person or who engages in or practices homosexual/bisexual/transgender behavior, as well as any student who condones,

supports, or otherwise promotes such practices (Leviticus 20:13, Matthew 19:4-6; Romans 1:21-27; I Corinthians 6:9-20).

In cases in which a student has engaged in flagrant, immoral, illicit, illegal, homosexual, bisexual, transgender and/or other unacceptable behavior which reflects adversely on Shalom Christian Academy, on campus or off campus, when Academy is in session or in recess, the Academy reserves the right to suspend or expel the student immediately. The administration may give parents the option to withdraw the student. In doing so, the discipline issue will not be discussed in the student's records. The Administrator will report all actions to the Executive Committee.

We reserve the right to make decisions regarding the acceptance or non-acceptance of any credits to be transferred to SCA.

PASTORAL RECOMMENDATION AND CHURCH INVOLVEMENT

Since our program becomes progressively more focused on discipleship, students entering grade 6 ought to profess personal salvation in Jesus Christ and attend a Bible believing church regularly. Shalom Christian Academy expects that all its students attend a church of like faith regularly. For enrollment or reenrollment, we require a yearly pastoral reference for each student in grade 6 (some temporary exceptions may be made for international students). **A link and/or QR code will be provided to each student/parent in grade 6 via email. This link/QR code should be sent to a spiritual leader who knows your child specifically.** They should be able to provide insight into the student's spiritual condition and verify local church involvement. A student may be denied enrollment if not involved in a Bible-believing church and attending regularly.

DAILY OPERATIONS

ATTENDANCE

Excused Absences:

Excused absences include illness, death of a family member or close relative, medical or dental appointments. All prearranged absences (e.g., family trips) must be approved by the principal or student services in advance (requested via email or parent note) to be excused. Absences with valid reasons will be excused only after parent notifies student services by phone, written note, or email. If a student is absent due to a medical appointment, a doctor's note must be provided at the front desk for the absence to be excused. Absences due to illness lasting greater than 5 consecutive Academy days will require a doctor's note upon return to Academy. Work missed may be made up according to the information below.

Unexcused Absences:

A student is unexcused if he/she is absent for any reason other than for illness, death of a family member or close relative, medical or dental appointments. Notes, emails, or phone calls must be received within 48 hours of absence. Absences with a doctor's note will be excused. Approved reasons for absences without a parent phone call, written note, email, or doctor's note will also be unexcused. Students may make up classroom work missed but letter grade will be lowered by one grade.

Excessive Absences (Excused and Unexcused):

Students' cases with excessive (excused and unexcused absences) will be reviewed by the administration and action is taken. This includes both individual class absences as well as Academy day absences.

Truancy:

Deliberate absence without the knowledge and permission of the parents will result in a grade of zero for each subject missed that day and suspension for the first offense.

A student must be at Academy in the classroom at least three hours to be counted as present for the full day. If a student misses more than three hours, it will be considered a half day absence.

Tardies:

Students are expected to be in their homeroom classroom by 8:20 AM each day. Students arriving in their homeroom classroom after the 8:20 AM bell will be considered tardy. Tardies will be excused for personal illness, illness or death in the family, dentist or doctor appointments. Tardies with valid reasons be excused only after parent notifies student services by phone, written note, or email. If a student is tardy due to an appointment, a doctor's note must be provided at the front desk for the tardy to be excused. The work missed may be made up according to the information below.

Grade K-6 Tardies

Policy on Tardiness and Unexcused Absences

The Registrar's Office will monitor student attendance and tardiness records. When a student accumulates **ten (10) tardies**, it will be recorded as the equivalent of **one (1) unexcused absence**.

The Registrar's Office will notify the parent/guardian once this threshold is reached, making them aware of the conversion and its impact on the student's attendance record. Continued tardiness and/or absences may result in further administrative action in accordance with the school's attendance policy.

Make-Up Work

The following are guidelines for making up homework/missed work:

1. When a student has an excused absence, it is the parent/guardian's responsibility to obtain and make up the work missed. The student will be given as many Academy days as he/she was absent to make-up work, up to 5 days. (For example, if a student is absent Monday—one day—and returns Tuesday, make up work is due Wednesday, one day later.) Work turned in by the time required will be graded at full credit.
2. If a student knows he/she is going to be absent (family vacation, etc.), it is the student's responsibility to get as many assignments as are available before leaving Academy. Faculty are not required to prepare all student work prior to a prearranged absence but may have it ready upon the student's return. All work given and assigned should be submitted upon return.
3. Make up work not turned in on time will result in a lowered grade or may not be accepted.
4. Special arrangements may be made in the event of an extended illness or emergency absence.
5. Homework/missed work will be due as scheduled for students who leave early due to athletics or illness IF they were present for the subject in which the work was assigned. If the student misses the subject with assigned work/homework, the student will be given 1 additional day to complete the assignment.
6. When a student has an unexcused absence, it is the *student's* responsibility to obtain and make up the work

missed. Missed work turned in late will result in a lowered grade or may not be accepted.

Requesting Make-Up Work:

If your child will be tardy or absent from Academy, and you want to request make up work, please notify the Academy office no later than 8:45 am for pick up at the end of the Academy day. Requests received after 8:45 AM are not guaranteed for after Academy pick-up. You may also request make up work be sent home with a sibling or someone you designate. Do not go to the classroom for assignments during Academy hours. The personnel in the Academy office will be happy to assist you.

DAILY SCHEDULE

Classes begin at 8:20 AM and students are considered tardy if they arrive in their classroom after this time. Dismissal is at 3:05 PM and all students need to be picked up by 3:20 PM or they will be taken to Extended Care and charged accordingly (the only exception to this is athletic practices where they are under the direction of their coach, or when the student is receiving help from a faculty member).

- Drop Off 7:40 AM - 8:20 AM
- Tardy Bell, Academy Begins 8:20 AM
- Academy Day 8:20 AM - 3:05 PM (see yearly schedule)
- Dismissal 3:05 PM

Early Dismissal Days:

- When scheduled - Pick Up 12:00 PM - 12:30 PM

DROP OFF AND AFTER ACADEMY PICK UP (K-6 Grade)

Drop Off:

- Before 7:30 AM All students must enter through the main office doors. Parents must pull into a designated parking spot. Students should not routinely be dropped off prior to 7:30 AM without permission from administration unless they are enrolled in the Yeshua Program (AM Morning Care). Students not enrolled in the Yeshua Program will be designated as a "Drop-in" and will be provided Yeshua AM Morning care and charged appropriately.
- Between 7:30 - 8:15 AM All students must be dropped off in the main office doors of Shalom Christian Academy and are escorted to the Youth Chair area until picked up by their teachers at 08:15am.
- After 8:20 AM All students (K-6) must enter through main office doors and must be signed in by their parent and report to homeroom.

Pick Up:

- Students that need to be picked up prior to 3:05 PM need to send a note to the teacher prior to or no later than the morning of early pickup, unless it is an emergency. Emergencies that require early dismissal must be called into the office prior to arrival. Unplanned and unannounced Early dismissal must be picked up prior to 2:20 p.m. (Allow sufficient time after the request for the teacher and student to pack up for the dismissal). Anytime after 2:20, without prior notification, the parent must wait until regular dismissal at 3:05pm. All students leaving prior to 3:05 must be signed out in the main office by a parent, guardian, or

designated individual on the pick-up list.

- Between 3:05 - 3:20 PM Students must be picked up in the front lobby where the main school office is located.

- After 3:20 PM Any student not picked up by 3:20 PM must go to Yeshua (Aftercare) and parents will be charged accordingly unless previously enrolled in the Yeshua After-care Program.

INFORMATION UPDATES

The Academy calendar is posted on the Academy's website at *https://www.shalomchristianAcademy.org/.* Academy information updates are sent regularly informing families of official announcements, schedule changes and/or general Academy information to parent email addresses. Schedule changes and announcements that are made the day of the activity/event will be sent to parents via text message and/or email. In the event of an Academy emergency, parents will be alerted via text and email when it is safe to do so. SCA offers parental access 24/7 to student records and progress through the Gradelink Family Portal.

ACADEMY CLOSING INFORMATION

If Academy is to be closed or the schedule altered because of inclement weather or a special emergency, a parent alert text message will be sent out. If no announcement is made, it is understood that Shalom Christian Academy is in session and operating on a regular schedule.

LOCKERS (Grade 5 &6)

Any locker may be opened, and its contents searched or examined by Academy authorities without the permission of the student at any time when, at the discretion of the Academy authorities, they deem it necessary to do so.
Lockers and hooks are provided for student items (book bags, lunches, books, etc.) during the day. Any student items that are found in the hallway, not on hooks, during or after the Academy day will be placed in the lost and found area. Lockers are not to be written on or have permanent or difficult to remove decals or stickers placed on them.

MEDICATION/ILLNESS POLICY

If your child has evident signs of illness such as fever, nausea, vomiting, rash, conjunctivitis, etc., please do not send the student to school at the Academy. Students must be fever free (without the aid of medication), free from vomiting and/or diarrhea, or if other specified treatment needed for 24 hours before they may return to the Academy. Parents will be contacted for early pickup in the event a student has a fever (greater than 100.0 degrees), vomiting, multiple episodes of diarrhea or signs of other viral illnesses while at Academy. Regarding head lice, students found to have an active case will be sent home from Academy for treatment. Students will be allowed to return to Academy once their hair has been treated but should continue to have their hair checked for nits and combed daily at home until all recommended treatments have been given. There may be instances not listed above which, at the Academy's discretion, we will require you to pick up your student early.
In the event of a serious accident or illness, parents will be notified, but priority will be given to providing any emergency care to the student first. If the parent cannot be reached, we will attempt to reach the emergency contact(s). If the

emergency contact(s) cannot be reached, appropriate care will be obtained as determined by the staff on hand. Whenever possible, medications should be given to students at home. When medications must be given or stored at Academy, the medication must be brought into the Academy office by the parent or guardian. All medication must be provided in the original bottle and packaging, containing all instructions for administration and not expiring. No medication will be given to students without parent or guardian permission. All long-term prescription medication, including epi-pens and inhalers, must have the appropriate medication administration request forms on file in the Academy school and the Nurse's office including a physician signature.

Medications (including vitamins and cough drops) may NOT be carried by the student for self-administration without permission from the school nurse or the Academy office and the knowledge of the teacher. If your student needs medications regularly, you must provide them, and the nurse's office and school office must be informed. Any unused student supplied medication that is being kept by the nurse will be destroyed if not picked up by a parent or guardian by the end of the last day of Academy.

PARTIES

For birthdays, parents may send refreshments for the class which may be shared during lunch or snack time. Please provide napkins, plates, cups, etc. if appropriate. Party invitations (for a party other than at Academy) may be distributed by the student or the faculty member may put them in student folders if all the boys or all the girls or the entire class is invited. The following class parties have been designated for the Academy year for grades K-6: Thanksgiving, Christmas, Valentine's Day, Resurrection, and End-of-Year celebrations. Shalom Christian Academy does not promote Halloween.

VISITORS

All visitors must sign into the main office and inform the office registrar for the reason of the visit. Any visitors to the teacher or class must be pre-arranged and approved by the teacher. Visitors will be given a Visitor's Badge to wear during their visit. SCA reserves the right to admit or reject visitors during the Academy day.

CONDUCT & DISCIPLINE

BEHAVIOR 24/7

It is our goal to help students endeavor to develop their whole person with an integrated Christian lifestyle. We ask and expect that students honor Christ in all behavior and activities *24/7/365*. The Academy generally follows its discipline procedures contained herein.

However, there are circumstances in which the Academy administration and/or board may determine, at their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in flagrant, immoral, illicit, illegal, homosexual, bisexual, transgender and/or other unacceptable behavior, including sexual harassment which reflects adversely on Shalom Christian Academy, on campus or off campus, when Academy is in session or in recess, the Academy reserves the right to suspend or expel the student immediately.

BULLYING POLICY

Harassment or bullying of a student(s) by other students or any member of the staff is contrary to the Academy's commitment to provide a physically and psychologically safe environment in which to learn. A student is being harassed or bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more students. The complete policy is available upon request from the Academy office.

DISRESPECT

The Academy recognizes the individual rights of each child entrusted to our care. In a group situation as we have here, the rights and privileges of others are also to be respected. Faculty disrespect, including arguing with the

faculty member will result in disciplinary action being taken immediately. Students should approach faculty after class to request a meeting to address issues of concern.

INAPPROPRIATE ITEMS

Students are not permitted to have any type of illegal drugs, improper literature, tobacco, vaping paraphernalia, alcohol, weapons, ropes, chains, matches, lighters, or other possibly dangerous objects on Academy property. Possession of these items may result in suspension or dismissal from Academy. Other items may be prohibited at the discretion of the Academy administration.

LIFE PRACTICES

Any student using verbal or written language including electronic media that suggests possible violent action or threats to another person or to him/herself may result in suspension or dismissal as determined by the administration. The fact that a student protests that he/she was "only teasing, kidding, saying it in jest," etc. may not be reason to excuse such language.

Because of the Academy's Christian testimony, use of coarse or vulgar language, use of tobacco, vaping, alcohol, narcotics, etc. are not permitted on or off campus. Academy sponsored activities must align with the Academy's mission and vision statement. Personal contact is prohibited between boys and girls while at any Academy function.

DISCIPLINE (K-6)

In grades K-6, faculty establish and maintain classroom grade level rules, procedures, and consequences as appropriate. If a student has repeated difficulty in cooperating, the principal and/or parents will be consulted in addition to classroom consequences.

The following could also lead to suspension or dismissal

LA Improper Language
ISD Inter-student Discourtesy
DD Direct Disobedience
DT Disrespect to Faculty/Staff
DP Destroying or Misusing Academy Property

L Lying
C Cheating
F Fighting
ST Stealing
PL Intentional Plagiarism

COMPUTER USE POLICY

Any student not following the SCA computer use policy may be subject to Academy discipline, including suspension or dismissal.

Students shall not:

- use any computer (personal or Academy) to send, receive, view, download, access or transmit material that is copyrighted, illegal, profane, obscene, or pornographic; that advocates or constitutes illegal acts; or

  anything that violates scriptural principles such as threats or discriminatory remarks towards other people.
- post personal contact information about themselves or others on the network or Internet.
- attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or accessing another person's files.
- misuse, destroy, or alter the data of another user or deliberately damage computer hardware or remove it without permission.
- participate in chat room communications or access personal online mail accounts or social networking sites, except for specific instructional purposes, as authorized by a faculty member, including text messaging of any kind while on campus.
- install or alter software or computer systems without the permission of faculty.
- disrupt networked or non-networked computers by deleting or altering files, by spreading computer viruses, by hacking, or by any other means.

CELL PHONE/ELECTRONICS

Cell phones may not be seen or heard during the Academy Day and extended care except with the permission of the teacher or principal for unexpected circumstances. This applies to smartwatches, wireless earbuds, and other electronic devices as well.

Students may not use their cell phones/**devices** to post negative statements about students, faculty, or staff via text message or social media. Students may not use cell phones/devices to take, or post pictures/videos of any kind on Academy grounds including selfies.

Improper texting, i.e., possessing, viewing, sending, receiving, or forwarding sexually explicit or suggestive messages ("sexting") via cell phone, computer or any other digital device is prohibited at *any* time (in Academy or off premises) by any SCA student. A violation of this type may result in immediate expulsion and notification of local law enforcement. Students are required immediately to notify a faculty member or administrator when they become aware of an offense.

SCA is not responsible for lost, stolen, or damaged cell phones/**devices**. Academy administration may request to view the contents of any device believed to be used in an inappropriate manner.

TELEPHONE USE

To maximize educational time, students may use the office phone for emergencies only. We ask that parents and students make after-Academy arrangements, food pick-up and drop off, etc. before the Academy day. If you need to get a message to your student during the Academy day, please contact the office and the message will be delivered to your student between classes.

DRESS REGULATIONS

ACADEMY DAY DRESS

SCA employs a uniform system of dress**.** First and foremost, we want to help the students focus their attention on the most important issues before them—their spiritual well-being and academic progress. Regulations listed here do not imply that those who disagree with these rules are sinful or wrong. These are institutional standards that SCA believes are necessary to maintain a healthy learning environment. Visible tattoos and body piercings of any kind (other than ears for girls) are not permitted. Under no circumstances should these be visible, including during athletics, spring formal, or any Academy sponsored event. No personal adornment of questionable association or origin will be allowed, including items such as jewelry, clothing, book-bags, etc. The Academy reserves the right to make final decisions regarding any areas not specifically covered in the following dress code.

All SCA Students

The Academy reserves the right to make final decisions regarding any areas covered or not specifically covered in the following dress code.

- Must wear SCA shirt from an approved uniform vendor.
- May wear solid colored shirt underneath their SCA shirt.
- May wear a solid-colored sweater, fleece, or sweatshirt over their uniform shirt if the item is open front, button down, or full zippered.
- Any denim pants or shorts must be in good condition (no patches, no holes, no “destressed,” bleached out, or extremely faded fabric).
- No hats, caps, sunglasses, or visors are to be worn in the Academy buildings.
- Shoes with laces must be tied.
- No flip-flops, shoes with wheels in/on them, or slippers may be worn.
- No Sandals or Crocs are allowed. No shower/water sport shoes or slippers.

Boys (K-7)

The Academy reserves the right to make final decisions regarding any areas covered or not specifically covered in the following dress code.

- May wear classic, traditional style pants as well as shorts and blue jeans. Shorts must have at a 9” inseam.

Younger boys may wear an elastic waist. Acceptable colors are (solid) navy or blue.

- May wear casual shoes including tennis shoes but must be clean and in good condition.
- No Sandals or Crocs are allowed. No shower/water sport shoes or slippers.
- Hair should be neat, above the collar and eyebrow.
- No extreme hair coloring (i.e., full head of blue/pink hair, etc.).

Girls (K-6)

The Academy reserves the right to make final decisions regarding any areas covered or not specifically covered in the following dress code.

- May wear (solid) navy blue skirt/skort or jumper. Jumpers must be worn over an SCA shirt. SCA uniform dresses are also available. These items may be no more than 1 inch from the top of the kneecap.
- Pants or shorts must be classic, traditional style (no warm-up or sweatpants). Shorts must have at least a 9" inseam. Leggings do not qualify as pants.
- May wear (solid) navy or black leggings under dresses, skirts, and jumpers.
- Girls may not wear any shoes/sandals with heels over 1 inch.

- May not wear make-up.
- No Sandals or Crocs are allowed. No shower/water sport shoes or slippers.

"DRESS DOWN DAY" DRESS CODE

Warm-ups, sweats, wind suits, leggings, or athletic shorts may be worn. Students may wear tee shirts or jerseys, but these may not depict any questionable content. Girls may not wear tank tops, crop tops, or tops that allow the midriff area to be seen.

PHYSICAL EDUCATION AND ATHLETIC DRESS CODE

1. Boys may wear Academy clothes for P.E. classes in grades 1–6.
2. Girls in grades 1–6 may wear their slacks, jeans, capris or shorts, with shorts underneath any skirt or dress.
3. All students are required to wear tennis shoes that do not mark the gym floor.

ACADEMICS

ACADEMIC ACCOMMODATIONS AND RESOURCE PROGRAM

Academics at Shalom Christian Academy is generally structured for the average and above average student, and we reserve the right to consider the feasibility of all parental or student requests for any type of academic accommodation for the student. SCA maintains an Elementary Academic Resource Program at extra cost to the parent to address accommodations and modifications needed by the student. We will carefully examine options available and work with the parent and student within the framework of our program.

GRADING SCALE		
The grading scale for K-6th grade is as follows:	Letter A	Percentage 90 – 100
	B	80 – 89
	C	70 – 79
	D	60 – 69
	F	Below 69

REPORT CARDS/PROGRESS REPORTS

Academic grades are reported on a 9-week basis by letter grade and reported to parents electronically (grade K-6). In addition, parents may access their child(ren)'s grades (grade K-6) through the Gradelink Portal. Progress reports will be sent home to parents via Childs home folder for grades K-6 at the midterm of each marking period. Students receive a grade of O, S, N, or U in grades K-6 for elective classes.

HOMEWORK

Homework information should be accessed by parents or guardians using their Gradelink Portal.

Though it is expected that primary grade children will have light assignments such as silent and oral reading and verse memorization. The "ten-minute rule" is helpful in determining the length of homework assignments. Starting with Kindergarten, an average of ten minutes nightly increasing with each grade level is reasonable (e.g. grade 5 would average 50 minutes nightly).

Moderate weekend assignments may be made. Homework assignments are given to prepare students for independent study.

HOMEWORK

Teachers assign homework to be done outside of school to reinforce skills and concepts. Homework is viewed as part of the teaching/learning process. When used effectively, it helps students use what they have learned, develop responsibility, and demonstrate commitment to learning. Homework is assigned and graded under teacher's discretionary guidelines.

HOMEWORK POLICIES

- Homework is assigned on a developmentally appropriate basis.
- We encourage parents to work with their children daily to memorize assigned scripture verses so that they **"hide God's Word in their hearts."**
- Preschool: Bi-weekly Bible verses; letter and number practice, name writing practice; other assignments deemed necessary
- Pre-Kindergarten: Weekly Bible verses; phonics, sight words; name writing practice; other assignments deemed necessary
- Kindergarten: Weekly Bible verses; worksheets for reinforcement of academics; study math facts; nightly reading assignments; other assignments as deemed necessary
- First Grade: Weekly Bible verses; minimum of 10 spelling words; review of sight words as necessary; math worksheets for reinforcement; study math facts; nightly reading assignments
- Second Grade: Weekly Bible verses; spelling words and/or assignment; math worksheets to reinforce taught concepts; book reports; study math facts nightly; nightly reading assignments; other assignments as deemed necessary
- Third, Fourth, and Fifth Grades: Weekly Bible verses; worksheets for reinforcement; quarterly book reports; study math facts nightly; nightly reading assignments; other assignments as deemed necessary

Late Homework

Homework/assignments turned in late, not due to illness or unexcused absence - the maximum allowable grade will be reduced by one (1) grade per day for each day late. If the work is turned in more than 5 days late, but before the end of the grading period, the grade received will be 50 per cent of the grade that would otherwise have been given. All special assignments must be turned in or a grade of zero will be given.

Reading Suggestions

One of the most critical areas of development for the young child is reading. **SCA suggests that each student reads with parents on a regular basis. This can be a book or chapter a day. Research recommends reading for at least 20 minutes daily.** This activity stimulates the brain to form neurological paths crucial for future intellectual growth and provides emotional bonding time for the child and parents as well as build vocabulary, confidence with reading aloud, and reading comprehension. In addition, ask your student questions about the reading. **Getepic.com is a site for reading online.**

MATH FACTS SUGGESTIONS

Students in PK3 and PK4 are required to practice counting, skip counting, writing numbers, and recognizing numbers. Counting practice suggestions **(Pinterest has tons of ideas)**:

- Oral counting
- Using cards to count and put numbers in sequential order (made with index cards or purchased)
- Writing using pencil, marker, or crayon
- writing in sand (put the sand in a Ziploc bag and students use their finger to write)
- Online games (Examples: ABCYA, PBS Kids, Star Fall)

Students in kindergarten through fifth grades should study/practice math facts daily at home. Math fact daily practice suggestions (Pinterest has tons of ideas):

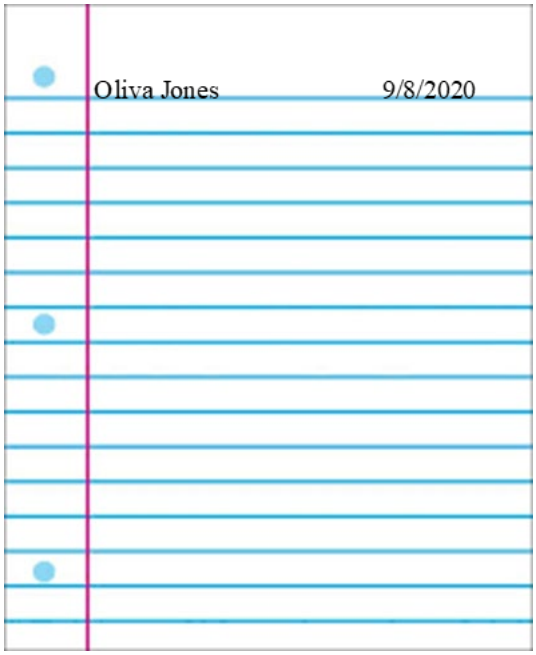
- Math Fact Cards (made from index cards or purchased)
- Online Games (Examples: math games, prodigy, IXL)

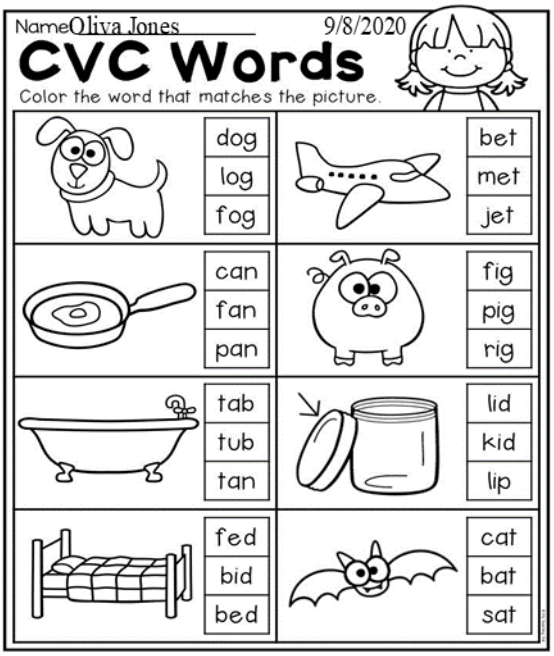
Responsibility for Missed Assignments

- Students who leave school early for doctors' appointments, family trips or reasons other than illness are responsible for obtaining all assignments within three days of returning. If the child has been absent for an extended period, it will be at the teacher's discretion as to when the work will be completed. The teacher will implement a "Make-up Plan" to cover missed instructions and assignments which is implemented with the support and coordination of the parents.
- Parents can get missed assignments from the student's teacher.
- The office will hold daily assignments, if requested, for parent pick-up at the end of the day.
- With a prolonged illness or similar circumstance, the parent should make arrangements with the teacher or administrator as early as possible to continue home study.
- Students must complete missed classwork in class in order to be graded as "Independent Classwork". Any assignments completed at home will be graded as "Homework". Tests cannot be sent home. All makeup tests must be done in class.

NEATNESS

- Neatness and accuracy are important. Teachers will return papers that are not neat to be redone.
- Ownership of all work should be clearly shown. **Each student in grades K5-6th is to place his/her first and last name on all work turned in.**





HONOR ROLL

SCA has an Honor Roll for grades K5-6th. The *A* Honor Roll consists of students receiving all A's in every subject. The *A- B* Honor Roll consists of students receiving all *A's* and *B's* in every subject.

PARENT-ACADEMY RELATIONSHIPS

Parent-Conferences are scheduled at the first midterm period, but parents are urged to communicate with faculty at any time if you have any questions or concerns regarding student school work. Please make an appointment with faculty through the Academy office or through the faculty member's SCA email. Parents who come to the Academy during normal Academy hours for any reason are asked to go to the Academy office first for a visitor's badge before going to the classroom.

Lunches, homework, books, and other items are to be left at the Academy office to be delivered to your student.The administration welcomes any suggestions that you might have to offer. Over the year, there may be misunderstandings or areas of concern. We are a Christian institution with a great desire to improve our program and service for Jesus Christ; therefore, according to biblical principles, we ask that you bring your problems to faculty first and then to the administration when necessary. Problems can be resolved satisfactorily if they are brought to the attention of the proper authority and worked through together.

RETENTION

Retention is decided on an individual basis. Retention will be considered if a student receives *D*'s and/or *F*'s in two or more core subjects (math, science, history, and English) and/or if he/she is not able to do grade level work without continual frustration. The administration of the Academy has final responsibilities for the grade placement of the students.

STUDENT RECORDS

Accurate and complete cumulative records are maintained for each student. All data maintained on an individual student is considered the student's official Academy records. The Academy has a responsibility to protect the rights and privacy of the student and his/her parents. The Academy, therefore, adheres to State and Federal statutes designed to safeguard information in scholastic records. Parents, guardians, or eligible students (18 years of age or attending a post-secondary institution) have the right to inspect and challenge the content of these records.
Copies of Academy records or transcripts may be transferred to other schools or agencies upon the receipt of a valid written request for release. Transcripts and records will not be forwarded if the financial accounts are outstanding or if satisfactory payment arrangements have not been made with the Academy.

TESTING

Standardized tests are used as aides in determining ability, evaluating needs, improving instruction, assessing academic progress, and pupil guidance. The following tests are used at Shalom Christian Academy:

***Iowa Achievement Test* (grades K-6)** This is a series of comprehensive achievement tests developed to provide measurement and assessment of learning at different levels of the educational process. It is designed to measure the important understanding, skills and abilities that are desirable outcomes of the curriculum. The Iowa Achievement Test is generally given in April.

TEXTBOOKS

Per faculty instruction, non-consumable Academy owned textbooks must be covered. Adhesive and soft/cloth covers are not permitted. Books need to be covered by the beginning of the second week of each semester.
The student's name should be printed on the front of the book cover. Students will be charged for damage beyond normal usage of Academy owned textbooks.

ATHLETICS/EXTRACURRICULAR (GRADES 5 & 6)

Eligibility

To maintain high academic standards and ensure the success of our students, the following has been established regarding academic/extracurricular eligibility. This policy is designed to encourage students to maintain high academic standards and to provide support to those who are struggling academically.

1. ***Grade Monitoring*: Student grades are reviewed at the mid-marking period and at the end of each 9-week grading period.**
2. ***Ineligibility Criteria*: A student will be deemed ineligible if they receive one (1) or more "F" grades**

and two (2) or more "D" grades during either the mid-marking period review or the end of the 9-week grading period.

3. ***Ineligibility Duration*: Students who meet the ineligibility criteria will be ineligible for participation in all extracurricular activities, including sports, clubs, and other Academy-sponsored events, for the following 4 1/2 weeks.**
4. ***Reevaluation and Reinstatement*: At the end of the 4 1/2-week ineligibility period, student grades will be reviewed again. If the student no longer meets the ineligibility criteria, they will be reinstated and allowed to participate in extracurricular activities. If the student still meets the ineligibility criteria, they will remain ineligible for another 4 1/2-week period, after which their grades will be reviewed again.**
5. ***Communication*: Parents/guardians will be notified immediately if their child becomes ineligible, and they will be kept informed of their child's progress and eligibility status.**

Participation in athletics and extracurricular activities is a privilege that is earned not only through academics but through exemplary behavior as well. Students who struggle in these areas may see an impact in their amount of playing time. Any student serving a detention on a given day may forfeit their right to play in that day's athletic event or extracurricular activity.

An athletic fee is charged to each athlete for each sport in which they participate to offset the cost of officials and other expenses related to the sport. Each student must get a physical and fill out the sports physical form (available at SCA) and turn it into the Registrar's Office to be kept on file before he/she can participate in a sport, including practices. This must be done on a yearly basis.

A student must be in school for at least three hours of the school day to participate in games, practice or other extracurricular activities that day. If a student goes home sick, they may not return to school for games, practices, or activities that day. Unusual circumstances may be appealed for consideration to the Athletic Director or Academy Administration.

FIELD TRIPS:

Field trips are a part of the education process. Refer to the Field Trip list recommendations by grade level. You may include additional field trips that are related to class instruction, if time permits. When field trips are planned, give a copy to management, fill out the Van/Bus Request Form and solicit a driver at least 30 days in advance. Send a Field Trip Permission slip with pertinent information (date, time, cost, and any special information) to parents at least 15 days in advance. A couple of the field trips for 4^{th} – 6^{th} grade will require more planning as well as additional cost. Please include and coordinate with parents in the planning process.

Parent Teacher Community – PTC

The vision of the SHALOM CHRISTIAN ACADEMY (SCA) Parent Teacher Community is to nurture the partnership between school and home. The mission of the SCA PTC is to create an environment that will

enhance and encourage relationships within the SCA Parent body by providing spiritual support, promoting academic excellence, facilitating communication, presenting opportunities for fellowship and parental involvement, and building school spirit. The membership of the PTC consists of all parents and guardians having children enrolled at SCA, as well as the Faculty and Staff.

The Parent Teacher Community is governed by the Administrative Team of SHALOM CHRISTIAN ACADEMY and any other persons that may be appointed by the Headmaster.

S.T.R.E.A.M. (Science, Technology, Religion, Engineering, Art and Math)

Educators are encouraged to place more emphasis on science, technology, religion, engineering, art and math (STREAM) to ensure that today's students will be prepared for college and the careers of tomorrow. Additionally, practicing important 21st century skills including collaboration, critical thinking, problem solving, and digital literacy should be part of daily learning. Year-round project-based learning units encourage students to be creative by imagining, inventing, implementing, and improving their own ideas while collaborating with others.

Project-based learning, simply put, is learning-by-doing and tends to be deeper learning that is more relevant to students, fun, and thus remembered longer. S.T.R.E.A.M. is being used at SHALOM CHRISTIAN ACADEMY.

S.T.R.E.A.M. FAIR

Students in K-6 grades will participate in the SHALOM CHRISTIAN ACADEMY S.T.R.E.A.M. Fair. Shalom Academy's endeavors to teach and develop a in-depth comprehensive understanding of the engineering process. Students work together to brainstorm, prototype, develop, test, and implement solutions to problems they are tasked to resolve. Students will also be introduced to the opportunity to develop individual solutions to resolve a problem they are tasked with. The fair will be held in the 4th quarter, prior to Standardized Testing. Projects teach students to develop an idea, plan and create, make adjustments, and meet deadlines. S.T.R.E.A.M. Fair projects are a **significant** part of the fourth quarter science grade, and **all** components of the project, including the logbook, must be turned in on the due dates.

Student Council Association

Student councils in elementary schools have many benefits. Through a council, students learn about community service, civics, government, and leadership in a student-friendly environment outside of their normal course work. Students also have the advantage of being agents for change in their schools. SHALOM CHRISTIAN ACADEMY welcomes this component to our academic environment.

CHARACTER COUNTS

SHALOM CHRISTIAN ACADEMY will endeavor to build a program of discipline and modes of student behavior built upon Biblical principles. Teachers will be expected to reinforce these concepts in their day-to-day interactions with their students. Classroom rules for good behavior should be developed, explained, and enforced based on God's principles. Our students need to hear these principles over and over, linked to our expectations for their actions and deeds.

PILLARS OF CHARACTER

TRUSTWORTHINESS

HONESTY

INTEGRITY

PROMISE-KEEPING

LOYALTY

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

CITIZENSHIP

At SCA, we believe discipline must be firm, fair, and consistent to be effective. Students must be aware of the rules and expectations. When a student is having difficulty with his/her self-discipline and self-control, it is important that the teacher confers with the student, restating the expectations, and warning the student of the consequences of a continuation of the behavior. The parents of the student need to be aware of the behavior their child is exhibiting to assist the teacher by helping the child develop the appropriate behavior.

No matter whose class a student may be in, if you observe unacceptable behavior, it is every staff member's obligation to attempt to correct the student in a positive manner. The school climate can be positively effective if all staff members always take responsibility for all students, regardless of location or grade classification. Students with problems in school are the persons who need you most. Do not forget them.

- React professionally, not personally. Apply Christian principals as you interact with students at all times.
- Disrespect is a defensive behavior. Disrespectful children think teachers do not like them. Treat the disrespectful kindly. Never, under any circumstances, do anything to return disrespect.
- The behavior of the disrespectful can be changed quickly. The teacher should be calm, poised, and perceptive.

SHALOM CHRISTIAN ACADEMY EXPECTATIONS & CONSEQUENCES FOR MISBEHAVIOR

AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	CONSEQUENCE
Sanctuary & Chapel	***Walk into the Sanctuary** ***Wait for dismissal instructions** ***Keep hands, feet, and objects to self**	***Respect God by Being quiet** ***Sit correctly on pew** ***Keep feet off pew** ***Focus on the leaders of Chapel**	***Listen responsibly, God is speaking to you** ***Stay in assigned area**	***Sit next to teacher or administrator** ***Loss of privilege such as recess** ***Review expectations with teacher**
Cafeteria	***Keep all food to self.**	***Allow anyone to**	***Stay in your seat**	***Eat at silent**

	Do not share food. *Remain seated and facing your food *No running. Walk only.	sit next to you. *Do not talk while you are eating. *Use quiet voices and appropriate language. *Follow directions from adults the first time.	until dismissed *Place all trash in garbage can *Get adult help for accidents & spills *Use utensils correctly *Clean up your area after eating	Lunch table *Help clean the cafeteria.
Classroom (Including Enrichments)	*Keep hands, feet, and objects to self. *Use materials appropriately.	*Do not distract others. *Use quiet voices and appropriate language. *Follow adult directions the first time given.	*Have needed materials *Take home homework *Complete all assigned work on time *Leave classroom with permission only	*Enforce logical consequences specified by behavior
Playground & Recess	*Run only in designated areas. *Stay in your teacher's view. *Be aware of activities or games around you. *No touching. *No tag. *Use equipment correctly.	*Play fairly. *Try to include everyone *Share equipment. *Use appropriate language. *Follow directions the first time.	*Stay in the designated area.	*Loss of recess privilege for part or all that recess.
Hallways	*Stay to the right of the hall. *Allow others to pass.	*Hold the door open for those behind you.	*Be where you are supposed to be.	*Recess Academy practicing appropriate skills during recess.
	*Keep hands, feet, and objects to self	*Respect hallway displays. *Follow adult directions. *Walk silently and in single file line		
Restrooms	*Keep water in the sink when on. *Wash hands for 20 seconds *Put paper towels in trash cans *Keep feet on the floor	*Knock on stall door *Give people privacy *Use quiet voices	*Use toilets appropriately *Flush toilet after each use *Return to class promptly if your teacher lets you go to the restroom alone.	*Temporary loss of unsupervised privileges *Review rules and expectations with the teacher
Arrival & Dismissal	*Wait in designated area (Eagles's Nest: Sanctuary) *Keep hands, feet, and objects to self.	*Follow adult directions the first time given *Use appropriate language	*Sit calmly and wait to be dismissed. *Walk	*Be under direct adult supervision during arrival and dismissal for several days *Practice Appropriate behavior at Recess Academy

Common Areas	***Walk facing forward in a single file line *Keep hands, feet, and objects to self *Get adult help for accidents, spills, or if someone is bothering you**	***Use kind words and Actions *Wait for your turn *Clean up after yourself *Follow adult directions the first time given *Use quiet voices and appropriate language**	***Follow school rules *Remind others to follow school rules *Take proper care of all personal belongings and school equipment *Be honest *Be I proper location with permission**	***Recess Academy**

Grievance Policy

Board of Directors---SHALOM CHRISTIAN ACADEMY

Introduction

SHALOM CHRISTIAN ACADEMY is committed to resolving grievances promptly and to provide efficient and effective communication during the process. Moreover, SHALOM CHRISTIAN ACADEMY is resolved to provide efficient and effective communication during the process of raising and resolving concerns. Grievances will be treated with seriousness, respect, fairness and will be resolved in a timely and appropriate manner. SHALOM CHRISTIAN ACADEMY will incorporate processes to resolve grievances that are fair and just. All decisions will be made with diligence, impartiality and due process. At all times, confidentiality will be respected. Please complete the form on page 49 and turn it in.

Scope

SHALOM CHRISTIAN ACADEMY includes students, parents, staff and other persons associated with the school. This Grievance Policy applies to all members of the SHALOM CHRISTIAN ACADEMY community unless otherwise provided for. A member of staff, student, parent or member of the public may lodge a grievance.

Definition

A formal objection or complaint can be made based on something believed to be wrong, unfair, misleading, unlawful, or of poor quality. A grievance may be about the conduct of someone enrolled or employed at the school, about specific practices and policies, or about SHALOM CHRISTIAN ACADEMY in general. Allegation of child abuse or significant risk and/or harm must be dealt with under the provisions of SHALOM CHRISTIAN ACADEMY's Child Protection Policy.

The following steps should be followed if a student, parent or member of the community expresses a complaint or raise a concern:

STEP 1

Speak to the person of concern directly

- If the complaint or concern is about a faculty/staff member, first speak directly to that person.

- If the complaint or concern is about the school's policies or decisions made by the school, speak directly to the staff responsible for the implementation of the policy or the individual who made the decision. Seek clarification from the school the name of the individual you need to contact concerning the complaint or concern.

- Complaints about a student should not be addressed directly to the student but should be directed to the appropriate teacher or the principal for management of the process of investigation, communication and resolution.

- If a satisfactory resolution for all parties is achieved at this level, no further steps are needed.

STEP 2

Refer the complaint to the School Principal

- If satisfaction is not achieved using Step1, either party may put the concern in writing or through a formal meeting with the School Principal.

- Formal complaint resolution procedures are used by the School Principal to facilitate proper investigation, impartial decision-making and to provide for procedural fairness and timeliness to all parties.

- Complaints at this level are documented in a *Register of Complaints* to assist the school in identifying and rectifying problems that are reoccurring, or to identify systemic issues that require attention.

- If a satisfactory resolution for all parties is achieved at this level, no further steps are needed.

STEP 2b

Grievances directly involving the School Principal

- The Headmaster will act in the place of the School Principal in the event a complaint is against the School Principal. In the event of the need for a final review/appeal, the Board of Directors will be engaged.

STEP 3

Refer to the Headmaster

- If a satisfactory resolution is not achieved, either party may refer the matter to the Headmaster.

- The Headmaster will impartially review the information, processes and decisions from Steps 1 and 2 and will invite or request additional information from one or both parties. The Headmaster will make a final decision to resolve the issue based on fairness and in a timely manner.

- Complaints dealt with at this level are documented in the *Register of Complaints* to assist the school in identifying and rectifying recurring problems or systemic issues requiring attention.

- If a satisfactory resolution for all parties is achieved at this level, no further steps are needed.

STEP 4

Review by the Board of Directors

- If the Headmaster's resolution including any offered by the school to the complainant is unacceptable, the complainant may make a written appeal to the SHALOM CHRISTIAN ACADEMY Board of Directors requesting a review of the school's disposition. The Headmaster may also refer the matter to the Board of Directors if he or she feels it is appropriate.

- The Board of Directors will review the final disposition to determine whether principles and requirements of this policy have been complied with, school procedures have been followed appropriately and whether the complaint has been dealt with fairly. If the Grievance Policy has not been complied with, the Headmaster may be directed to reconsider the complaint in accordance with principles and procedures outlined in this policy.

- The Board of Directors will indicate the outcome of the review to the school and complaint in writing.

SHALOM CHRISTIAN ACADEMY

Grievance Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Please list the specifics of the complaint:

_____
_____
_____
_

List the specific laws, policies, or regulations you believe have been violated:

Please list the names and titles of individuals you presented your concerns to prior to completing this form:

_____
_____
_____
_____

What resolution to your concern was presented that was not acceptable to you?

_____
_____
_____
_____

What action would you like SHALOM CHRISTIAN ACADEMY to take?

_____
_____
_____
_

Please attach any documentation you have or additional pages.

Signature:_____ Date:_____