



SHALOM
CHRISTIAN
ACADEMY

**PARENT
STUDENT
HANDBOOK**

Revised 08/19/20



Dear Parents,

Welcome to the Shalom Christian Academy family.. Decisions that affect the development of your children are the most critical decisions a family makes. Watching your child mature spiritually, academically, and socially brings great reward.

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

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

This parent handbook is designed to answer many of the questions parents have concerning our school. Our website, www.shalomca.com, also provides information and forms that you may need throughout the school year. Tuition rates are provided on a separate printout. You may request that from the main office. Scholarship information is also available. Tuition covers 70% of the total cost of our budget. The remaining 30% is recouped through gifts and fundraisers. Our goal is to provide a quality education that is affordable and we are grateful for those who are able to support Shalom Christian Academy.

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

In His Service,
Angie Petersheim, Ed.S.
Administrator

Shalom Christian Academy 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, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Academic Curriculum	31
Academic Probation Policy	44
Admission Procedures	16
Association Membership	10
Athletic Philosophy	49
Athletic Program	51
Attendance Policy	12
Attendance Regulations	13
Cell Phone Policy	48
Chapel Schedule	11
Course Withdraw	43
Discipline Policy	18
Dual Enrollment	43
Early Dismissal/2 Hour Delay Schedule	12
Early Withdrawal Tuition Policy	28
Educational/Missions Trip Policy	14
Elementary Time Schedule	11
Eligibility Policy for Co-Curricular Activities	45
Extended Care Program	30
General Information	8
Grading System	39
Guidelines for Use of Technology	48
High School Course Selections	34
High School Time Schedule	11
Honor Roll	42
Kindergarten Admittance	16
Kindergarten Schedule	11
Letter from Administrator	3
Medical Insurance	30
Middle School Time Schedule	11
Mission Statement	5
Parental Permission Policy	21
Philosophy of Technology Use	47
Reconciliation Agreement	7
Registration Fees	28
Resource Room	45
Scholarships	29
School Organization	10
Scripture Use	46
Shalom Christian Academy & Parent Agreement	6
Sports Eligibility Policy	52
Student Activity Fees	29
Student Anti-harassment Policy	20
Student Dress Code	22
Student Dress Guidelines-Special Days	26
Student Drivers	17
Student Health Policy	52
Student Relationships	21
Substance Abuse Policy	20
Summer School Policy	44
Tardy	16
Transportation	17
Tuition and Payment Management	27
Tuition Rates	28
Withdrawal Procedures	16



MISSION STATEMENT

To prepare each student for a life of consequence in the world for the Kingdom of God.

PURPOSE

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

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

CORE VALUES

At Shalom Christian Academy we value:

SERVANTHOOD - *Putting on the character of Christ.*

COMMUNITY - *Fostering wholeness in relationships.*

ACADEMICS - *Cultivating the potential in each student.*

VISION STATEMENT

Lifelong learners reflecting Christ.

SHALOM CHRISTIAN ACADEMY PARENT AGREEMENT

Shalom Christian Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school endorses in its By-Laws and Confession of Faith. Shalom Christian Academy teaches Christian values to students whose families accept and support those values.

Shalom Christian Academy reserves the right to do a background check including but not limited to checking references from a church, pastor and/or other resources.

In order to maintain appropriate flexibility, Shalom Christian Academy has the right to modify the school calendar curriculum, academic and nonacademic programs, policies, procedures, and publications at any time, in its sole discretion.

PARENT AGREEMENT

Parents/guardians who choose to apply to Shalom will sign an agreement on the following Parent Commitment:

- I agree to support the Educational Objectives as listed in the By-Laws and am aware that my child will be taught from that perspective.
- I agree to support the Christian Confession of Faith as listed in the By-Laws and am aware that my child will be taught from that perspective.
- I agree to support the policies and terms in the parent/student handbook.
- I am willing to have my child participate in structured activities such as Bible class, Bible reading, worship, chapels, and scripture memory.
- I agree to support the policies of Shalom Christian Academy.
- I agree to support my child's education through regular communication with teachers and to keep aware of class work.
- I agree to support the school through attendance and participation in various activities.
- I agree to support the school's program through time and financial gifts.
- I agree to avoid making doctrinal controversy and denominational points of contention.
- I agree to register necessary differences only with a teacher, appropriate administrator or board chairman in a spirit of humility.

- I agree to pay my financial obligations to Shalom Christian Academy on time.

RECONCILIATION AGREEMENT

The following agreement is entered into between the school, the staff, and the parents:

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

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

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

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

GENERAL INFORMATION

I. Accreditation

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

II. Academic Expectations

- A. Shalom Christian Academy focuses on the spiritual development of students as well as academic excellence. Students at Shalom typically spend more time studying than most students. Though not all of our students attend college, we believe a rigorous curriculum prepares students for work and develops responsibility as they graduate.
- B. Admittance into Shalom Christian Academy is the prerogative of the school and will be determined by previous school records, administration of a standardized test, and the school's ability to meet the needs of the student. Students are not selected on academic abilities only. Other considerations include behavioral and social development as well as successful integration into the Shalom community.
- C. Incoming students may be administered a standardized achievement test to determine academic placement. A meeting with parents may be held based on results from the test. Exceptions to testing will be made only if a careful study of all factors substantiate it.
- D. Shalom will request a transcript of academic achievement as well as deportment ratings from students transferring from other schools.
- E. Through our Resource Room, Act 89 and Title I services, Shalom may be able to teach the student with learning disabilities, the student who needs supported learning and the gifted student. Shalom reserves the right to determine whether or not it is able to provide an appropriate education for a particular student. Shalom reserves the right to determine whether or not a student is a good fit for admission, continued enrollment or reenrollment.

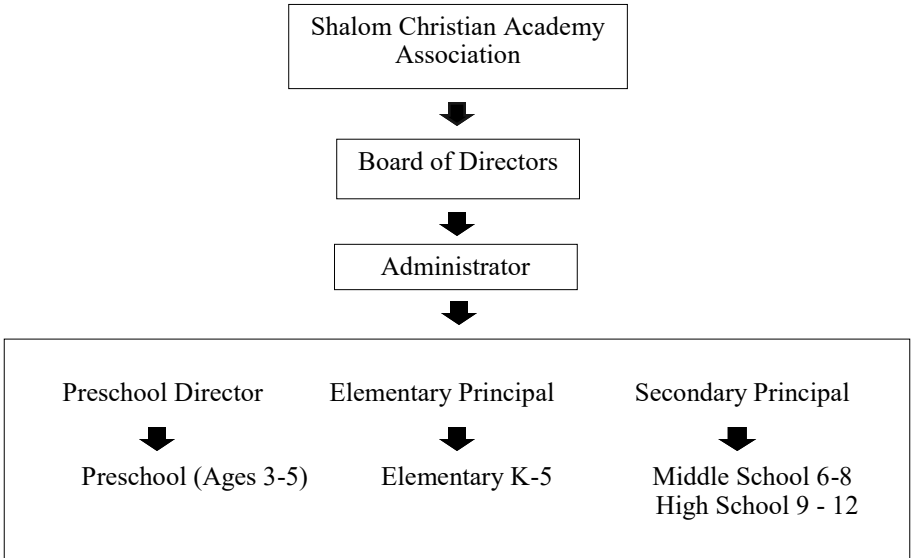
III. Student Body Information

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

IV. Parent Communication

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

SCHOOL ORGANIZATION



ASSOCIATION MEMBERSHIP

When a student is accepted, the parent(s) who is (are) financially responsible becomes an Association member(s) of Shalom Christian Academy.

Article II of the school by-laws describes the purpose of the Association.

Shalom Christian Academy Association exists for the purpose of establishing and operating a Christian school. We believe the Christian school exists as an organization to assist the home and the church in the training of children and youth. Its primary purpose is building the character of Christ in the hearts, minds, and souls of children, training them to become mighty in spirit by His Spirit. Intellectual, aesthetic, social, and physical development will be accomplished as children are taught that their spirits, directed by the Holy Spirit, must control their minds, wills, emotions, and bodies. As partners with parents in the educational process, teachers stand as delegated authorities and Spirit-filled role models, responsible before God to communicate the character of Christ and the truth of His Word to their students. The Association shall affirm a Board of Directors to carry out this purpose.

HIGH SCHOOL DAILY TIME SCHEDULE

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

MIDDLE SCHOOL DAILY TIME SCHEDULE

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

ELEMENTARY DAILY TIME SCHEDULE

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

KINDERGARTEN SCHEDULE

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

CHAPEL SCHEDULE

Lower elementary chapel (K-2) is held each Wednesday from 9:30-10:00 AM

Upper elementary chapel (3-5) is held each Wednesday from 8:50-9:20 AM.

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

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

EARLY DISMISSAL AND 2 HOUR DELAY SCHEDULE

1:00 Dismissal Schedule

High School

8:30 – 8:35	Homeroom
8:38 – 9:09	1 st
9:12 – 9:43	2 nd
9:46 – 10:17	3 rd
10:21 – 10:52	4 th
10:55 – 11:26	5 th
11:29 – 12:00	6 th
12:00 – 12:30	Lunch
12:30 – 1:00	7 th

Middle School

8:30 – 8:35	Homeroom
8:38 – 9:09	1 st
9:12 – 9:43	2 nd
9:46 – 10:17	3 rd
10:21 – 10:52	4 th
10:55 – 11:26	5 th
11:29 – 12:00	Lunch
12:03 – 12:30	6 th
12:33 – 12:55	7 th

2 Hour Delay Schedule

High School

10:30 – 10:35	Homeroom
10:38 – 11:11	1 st
11:14 – 11:47	2 nd
11:50 – 12:20	3 rd
12:23 – 12:55	Lunch
12:58 – 1:31	4 th
1:33 – 2:06	5 th
2:09 – 2:40	6 th
2:43 – 3:15	7 th

Middle School

10:30 – 10:35	Homeroom
10:38 – 11:11	1 st
11:14 – 11:47	2 nd
11:50 – 12:20	Lunch
12:23 – 12:55	3 rd
12:58 – 1:31	4 th
1:33 – 2:06	5 th
2:09 – 2:40	6 th
2:43 – 3:15	7 th

ATTENDANCE POLICY

1. After ten days of absence at any point in the year, parents will receive a letter notifying them of the fact.
2. After 15 days of absence a conference will be held with the student and parent to discuss a plan to reduce the need for additional absences.
3. After 20 days of absence a doctor's note will be required for future absences and the Spiritual Life Committee will be alerted to the situation. If needed, a meeting would be scheduled with the family. Any absence without a doctor's note will be unexcused. Students who are absent for 20% of class time will not receive credit for that class. Exceptions may be granted if there is a written note from a doctor which states the need for hospital care or ongoing medical or psychological care. Chapel attendance counts toward Bible class attendance. School related activities (sports dismissals, field trips, approved educational/missions trips) are excluded.
4. Field Trips are scheduled times out of class being deemed as an experience that cannot be had in the classroom. Since it is part of the curriculum, students are expected to attend field trips. If the student does not attend a field trip, it will be unexcused and the student will need to attend school.

5. If a student fails to bring a note explaining the reason for the absence, the parent will be notified. The absence will become unexcused if a note has not been presented to the office within one week of the date of return.
6. When a student accumulates more than 2 unexcused absences, unexcused early dismissals, or unexcused tardies to school in one marking period, this results in a 45 minute detention.
7. Students are permitted a total of 7 educational/missions trip and college visit absences per school year. Additional trip absences may be unexcused.
8. Students will not receive credit if they miss 20% or more of their classes.

ATTENDANCE REGULATIONS

Absences will be considered either excused or unexcused. Absences that will be considered excused are:

- a) personal student illness
- b) death in the immediate family (other funerals as approved by the administration)
- c) health services for students, however, parents are strongly encouraged to schedule appointments for after school and Saturday whenever possible
- d) other absences as outlined below.

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

Parents need to call or notify the school by e-mail or phone call if their child is going to be absent or tardy for any reason. Elementary parents should email elemsecretary@shalomca.com or call the elementary office at 717-375-2058. Parents of secondary (middle and high school students) should email secsecretary@shalomca.com, or call the secondary office at 717-375-2223. After any type of an absence a student must bring a note from their parents on the first day back to school. The note is needed to determine if the absence is excused or unexcused and how teachers should handle the make up of missed work. A doctor/dentist note is required upon return to school from medical appointments.

OTHER ABSENCES

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

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

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

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

EDUCATIONAL/MISSIONS TRIP POLICY

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

1. Parents desiring to have a child excused three or more school days under these provisions should submit a written request on the approved form to the principal asking that the child be excused for the period under consideration. Such a written request should state with all reasonable clarity the educational value of the trip. The parents should indicate under whose directions and supervision the child will remain during the tour or trip. Upon receipt of a written request, the pupil may be excused provided the principal evaluates the trip as educational.
2. The submission of the request should be timed so that **at least one week** will be allowed for an evaluation of the request.

3. The school will not be responsible for any expense involved in these trips.
4. Educational and missions trips during the first and last week of the school year are discouraged.
5. The trip request that is received by the administration will be marked with one of three designations.
 1. Approved, because it is felt that it is an educational trip.
 2. Rejected, because it is felt that it is primarily a pleasure trip.
 3. Approved with reservations, realizing that the time out of school may be detrimental to the academic progress of the child.
6. Upon return from an educational trip, a student will be required to submit a project which reflects a summary of their experience. The project will be selected from one of the following options approved in advance:
 - a. A journal with daily entries that describe activities and reflects personal growth.
 - b. A picture album of photographs or post cards with appropriate captions and commentary.
 - c. A two-page paper on a topic related to the educational experience of the trip and the benefits gained.
 - d. Electronic portfolio of the trip.
7. Upon return from an approved trip, each student is responsible for making up missed class work. Teachers will give missed tests. Students should collect assignments before leaving for their trip and complete as much as possible. They will have one week to make up missed assignments after they return or work will receive a zero.

TARDY

A student is tardy to school if he/she arrives in homeroom after the 8:30 am bell. If this occurs, the student should report to the office to sign in and give the reason for being tardy. A student is excused if he/she is late because of an appointment or wasn't feeling well. The student must bring a note to the office to explain why he/she was late.

Sometimes someone oversleeps or gets behind a slow vehicle on the way to school or just has a slow morning. This is considered an unexcused tardy. Students are allowed two unexcused tardies in one marking period; however, with the third unexcused tardy the student will be given an after school detention.

ADMISSION PROCEDURES

The application can be found on our website, www.shalomca.com, or requested from the school office.

WITHDRAWAL PROCEDURES

A family must notify the school in writing when they withdraw their child from Shalom. Because faculty are hired based on beginning of the year numbers, Shalom does not reimburse fully for early withdrawal. *Once a student has withdrawn, re-enrollment in the future requires completion of the admissions process. **See our Early Withdrawal Tuition Policy.**

KINDERGARTEN ADMITTANCE

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

TRANSPORTATION

Bus Route Information

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

Expectations for Students Riding School Buses

1. The rules for student conduct at school also apply on the bus.
2. Students being transported are under the authority of the bus driver. If a disciplinary issue arises the bus driver will notify the appropriate principal.
3. Students should be at the bus stop at least five minutes before the scheduled arrival time to allow for possible variances due to weather and road conditions.
4. Students must remain seated until bus comes to a complete stop.
5. PreK, Kindergarten, first and second grade students will receive bus orientation soon after the beginning of the school year.
6. Since some of our buses are full to capacity, we cannot permit students to ride home on a different bus. If a student is planning to go home with a student who rides a different bus, separate transportation arrangements must be made.
7. State law requires that all students be given assigned seats by the bus driver.
8. Items brought on the bus should be in non-breakable containers.
9. **Due to PA state laws, students are NOT permitted food or drink on the bus.**

Public School Buses

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

Student Drivers

A school-issued parking permit is required for all students who drive to school. After completing an application form, the student is given a window cling parking permit to put on their car's rear window in the top left corner. A window cling parking permit is required for each car driven to school. The first is given to each student at no charge. There is a \$2.00 charge for each additional permit. Stop at the office to get an application and permit.

Weather Related Announcements

The Administrator makes all weather related decisions in consultation with the local school districts. As soon as that decision is made we use the following ways to communicate this to the school family: You will receive an alert notification through your home phone, cell phone, and/or email, it is placed on our website, www.shalomca.com and it is announced on Shalom's Facebook page. It is also broadcast over the following radio/TV stations and websites: 90.5 WCRH FM Williamsport, MD (www.wcrh.org), 800 WCHA AM Chambersburg, PA, WHAG (www.your4state.com), and on TV Channel Fox 43.

DISCIPLINE POLICY

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

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

Objectives

Discipline at Shalom Christian Academy has these objectives:

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

Responsibilities

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

Administrative Action

- A. This discipline policy shall be reviewed with students, teachers and administrators at the beginning of each year.
- B. The type and severity of the disciplinary response shall be related to the seriousness of the offense and to the student's previous discipline record.
- C. The reason for the discipline shall be clearly explained to the student. Repentance shall be encouraged and the opportunity for this shall be provided.
- D. All suspensions will be administered by the principal.
- E. Probation up to sixty days may be administered by the principal. Such action will be reviewed by the Spiritual Life Committee, and the Board will be notified. A probationary period may be used for students displaying academic or behavioral problems.
- F. Expulsion is by action of the Board, after review and recommendation of the Spiritual Life Committee. The committee will meet with the administrators, teachers, parents, and the student prior to making this recommendation.
- G. Parents who seek readmission of a student to the school shall request such by letter to the Board if they feel that new evidence of a positive change sustained over a period of time, warrants such consideration. It is the school's policy not to readmit a previously expelled student for one year from the date of expulsion.

Disciplinary Response

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

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

A more serious offense involves areas such as drug and/or alcohol use and sexual activity. Consequences may involve suspension, probation, or expulsion.

*Grades 6-12 See Middle School and High School Handbook for the behavior system.

Consequence for dress code violation is lunch detention the day of the offense. If it occurs after lunch, the detention will be served the next day.

Cheating

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

First Offense: minimum of a zero for the assignment

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

SELF HARM

If students express to a Shalom employee that they have thoughts of harming themselves, are currently harming themselves or have attempted to harm themselves, the employee is obligated to report this to the student's parent or guardian immediately. The administrator should be alerted.

SUBSTANCE ABUSE POLICY

Possession or use of illegal drugs, drug paraphernalia, alcohol, tobacco, or inhalants (i.e. vaping pens, atomizers, etc.) on school property or at school sponsored events will result in automatic suspension. Further discipline will be determined based on the nature of the offense and prior behavior history. Intervention may include counseling, a formal assessment by a drug or alcohol facility and/or drug screening. Law enforcement authorities may be contacted.

STUDENT ANTI-HARASSMENT POLICY

The policy of Shalom Christian Academy is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect.

Harassment is defined as an act that:

- Is intentionally done by electronic, written, verbal or physical actions
- Is directed at another student or students
- Occurs in the school setting and/or outside of the school setting
- Is negative, persistent, and pervasive
- Interferes with a student's education
- Creates a threatening environment
- Creates a substantial disruption of the orderly operation of the school

To report harassment:

1. A student or parent completes the approved form, found on our website, www.shalomca.com.
2. Submits it to the head teacher or principal.

Procedure:

1. Written report is received.
2. Administrative personnel interview individuals involved in the incident.
3. An investigative report is written.
4. Appropriate corrective action is taken.

Corrective action may include, but is not limited to:

- Counseling within the school
- Parent conference with school personnel
- Parent conference with the Spiritual Life Committee
- Exclusion from school-sponsored activities
- Counseling/therapy outside of school
- Referral to law enforcement officials

STUDENT RELATIONSHIPS

Shalom Christian Academy adheres to a "hands-off" policy with student relationships. Hand-holding, physical contact, and inappropriate embracing, are not permitted while on campus or at school sponsored events.

PARENTAL PERMISSION POLICY

A student who turns age 18 while enrolled will still need parental signatures for activities or notices. Parents are also permitted access to their student's information.

STUDENT DRESS CODE

I. Background

The Shalom Constitution calls for a uniform for both boys and girls. Adopting a uniform is helpful in maintaining principles of modesty and simplicity in dress.

II. General for students in grades K-12

A. Parents are responsible for seeing that their child complies with the dress code before coming to school each morning.

B. All students shall wear clothing in neat and clean condition. Shoes shall be worn at all times and shall be fully enclosed without spiked heels. No sandals or flip-flops. No monograms, words or pictures are permitted on clothing.

C. A long sleeved shirt may not be worn under a short sleeved shirt.

D. Appropriate dress for activities beyond the school day should maintain the standard of modesty upheld by the school dress code.

E. Tattoos are not permitted.

F. Girls Personal Appearance

1. Hair must be combed in a neat fashion with the face clearly visible. Extreme styles, unnatural hair color, or fads that call attention to the individual are to be avoided. Girls may not shave entire or isolated portions of their hair. Designs may not be shaved into hair.

2. Length of jumper or kilt must be within 2" of the knee (in front and back).

G. Boys Personal Appearance

1. Boys' hair must be neat and combed, no longer than the ear on the sides, bottom of the collar in the back, bangs to the brow, and with face clearly visible. Sideburns shall be no longer than the ear. Extreme styles, unnatural hair color, or fads that call attention to the individual are to be avoided. Designs may not be shaved into hair. Hair may not be styled in braids or other fashions that required it to be altered from its original style. If hair is styled to stand away from the scalp, it may not be more than 2 inches long. Facial hair must be shaven..

2. Socks must be worn with shoes/sneakers.

H. Only sneakers with non-marking soles are permitted on the gym floor.

I. Exceptions

1. Any emergency exception to the dress code requires a note to the office on the day of the emergency with a clear explanation for the exception.

2. Those with sincere religious convictions who wish to wear the cape dress may do so.

3. Those with sincere religious convictions against shorts may change to other clothes for gym class in keeping with such convictions.

III. PreK Dress Guidelines

PreK is a time of growth and learning by exploring. We ask that PreK students come dressed ready to play. Modest attire is required. Please refrain from dressing your PreK student in very short or tight fitting clothing. Students will be engaging in physical activity on a daily basis, in gym class or at recess. Close-toed shoes are preferred (the playground is covered with wood chips which could lead to splinters). Student attire should not distract from the classroom learning environment..

IV. Elementary (K-5)

A. Girls Uniform

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

B. Boys Uniform

1. Light blue polo shirt, long/short sleeves. No emblems.
2. Navy blue dress trousers. No contrasting stitching, extra pockets or patch pockets. During the months of August, September, May and June, students may wear the school approved (Lands' End, Flynn & O'Hara, Old Navy) navy shorts with their uniform polo.
3. Cardigans, vests and pullover sweaters (navy & white only) from an approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog) may be worn.
4. No jewelry is permitted.
5. Solid color socks must be worn.

V. Middle School (6-8)

A. Girls Uniform

1. Navy kilt purchased from Flynn & O'Hara Uniform Company. White button down oxford shirt or white polo; must be purchased from approved school uniform company (Flynn & O'Hara, and Lands' End School Catalog, Old Navy School Uniforms). Oxford shirts must be tucked in kilt. Only top button on shirt may be open.
2. During the months of August, September, May and June, students may wear the school approved (Lands' End, Flynn & O'Hara, Old Navy) navy shorts with their uniform top.
3. Solid colored socks, tights, leggings or hose in shades of navy, black or white may be worn. Socks or hose are not required. Fashion boots may be worn.
4. Cardigans, vests, and pullover sweaters (navy & white only) from approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog) may be worn.
5. No excessive make-up.
6. Appropriate jewelry may be worn. Body piercing must be limited to the traditional ear piercing only. Extreme styles or fads that call attention to the individual are to be avoided.

B. Boys Uniform

1. Light blue button oxford shirt or light blue polo; must be purchased from approved school uniform company (Flynn & O'Hara, Lands' End School Catalog, Old Navy School Uniforms). Only top button on shirt may be open.
2. Navy blue dress trousers. No contrasting stitching, patch pockets or extra pockets. No blue jeans. During the months of August, September, May, and June, students may wear the school approved (Lands' End, Flynn & O'Hara, Old Navy) navy shorts with their uniform top.
3. Oxford shirts must be tucked in when wearing trousers, and a plain dark belt must be worn.
4. Cardigans, vests, and pullover sweaters (navy, & white only) from approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog,) may be worn.
5. May wear appropriate simple jewelry, no earrings or body piercing items. Extreme styles or fads that call attention to the individual are to be avoided.
6. Solid color socks must be worn.

VI. High School (9-12)

A. Girls Uniform

1. Khaki, navy or approved plaid kilt purchased from Flynn & O'Hara uniform Company. During the months of August, September, May, and June, students may wear the school approved (Lands' End, Flynn & O'Hara, Old Navy) navy shorts in navy or khaki with their uniform shirt.
2. Solid color (navy, red, white, hunter green or yellow only) polo shirt or oxford (white, yellow, light blue) with long/short sleeves from approved school uniform companies only (Flynn & O'Hara, Lands' End School catalog) must be worn. Girls' oxfords must be tucked inside kilt/skirt; polo shirts may be worn untucked.
3. Cardigans, vests, and pullover sweaters (navy, gray & white only) from approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog) may be worn.
4. Solid colored socks, tights, leggings or hose in shades of navy, black or white may be worn. Socks or hose are not required. Fashion boots may be worn.
5. No excessive makeup.
6. Appropriate jewelry may be worn. Body piercing must be limited to the traditional ear piercing only. Hoops may be no larger than a quarter. Extreme styles or fads that call attention to the individual are to be avoided.

B. Boys Uniform

1. Solid color (navy, red, white, hunter green or yellow only) polo shirt or oxford (white, yellow, light blue) with long/short sleeves from approved school uniform companies only (Flynn & O'Hara, Lands' End School catalog) must be worn.
2. Khaki or navy dress trousers. No contrasting stitching, patch pockets or extra pockets. No blue jeans. During the months of August, September, May, and June, students may wear the school approved (Lands' End, Flynn & O'Hara, Old Navy) shorts in navy or khaki with their uniform shirt.
3. Oxfords must be tucked in trousers and a plain dark/beige belt must be worn. Polo shirts may be worn untucked.
4. Cardigans, vests, and pullover sweaters (navy, gray & white only) from approved uniform companies only (Flynn & O'Hara, Lands' End School Catalog) may be worn.
5. May wear appropriate simple jewelry, no earrings or body piercing items. Extreme styles or fads that call attention to the individual are to be avoided.
6. Solid color socks must be worn.

VII. Middle and High School Physical Education Uniform

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

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

C. Girls Uniform

1. Tee shirt purchased from school with name printed on the back. Sweatshirts may be added during cold weather.

2. Navy shorts purchased from school. Navy or black sweatpants or wind pants may be added during cold weather.

3. Sneakers and white socks.

D. Boys Uniform

1. Tee shirt purchased from school with name printed on the back. Sweatshirts may be added during cold weather.

2. Navy shorts purchased from school. Navy or black sweatpants or wind pants may be added during cold weather.

3. Sneakers and white socks.

VIII. Student Alternative Dress Days

A. Girls

1. Modest top with sleeves. No cold shoulder or sheer fabric.

2. May wear jeans, athletic pants, capri pants, dresses, skirts or shorts (2" above knee or longer). No sweatpants. Leggings may not be worn as pants.

3. Hats are not permitted.

B. Boys

1. Shirts with sleeves.

2. May wear jeans, athletic pants, or shorts (2" above the knee or longer) No sweatpants.

3. Hats are not permitted.

****Jeans should not have holes or frays.***

TUITION AND PAYMENT MANAGEMENT

Shalom Christian Academy partners with FACTS Management Company to provide payment plans to fulfill and manage your tuition and fee payment obligations.

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

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

EARLY WITHDRAWAL TUITION POLICY

After enrolling a student, and a family chooses to withdraw prior to the end of the year, tuition owed is based on the following formula:

If a family withdraws:

1. Between June 1 and the end of the first marking period, they are responsible for tuition through the end of the first marking period plus a 25% penalty.
2. During the second marking period, they are responsible for tuition through the end of the second marking period plus a 15% penalty.
3. During the third marking period, they are responsible for tuition through the end of the third marking period plus a 10% penalty.
4. During the fourth marking period, they are responsible for full year tuition with no penalty.

Note: *There is not a penalty for a family who registers for the upcoming school year and then chooses to withdraw prior to June 1. They will not be charged tuition or penalties.*

REGISTRATION FEES

Registration fees are non-refundable except when the student is not accepted by the school for any reason. Registration fees must accompany and be paid at the time of registration. Registration fees increase after registration meetings (returning families), May 31, and July 31.

TUITION RATES

The tuition rate is set annually by the Board of Directors. It covers only a part of the total operating expenses at Shalom. Therefore, the tuition schedule does not reflect the total cost for the education of each child. Tuition for kindergarten students is at a discounted rate.

Resource Room

Elementary (30 minute period)

Middle/High School (50 minute period)

STUDENT ACTIVITY FEES

The fees for most field trips, class retreats and mini terms will be included in tuition, with the following exceptions:

- A. Field trips: For trips costing over \$10, the student will be asked to pay the difference.
- B. Mini terms (high school): Students will pay for a mini term costing more than \$25.
- C. The junior class retreat will be paid out of the class fund. Destination must be approved by administration.

STUDENT SCHOLARSHIP PROGRAM (SSP)

Shalom Christian Academy has developed a Student Scholarship Program (SSP) to provide tuition scholarships. Funding for this program is primarily through the state of Pennsylvania, which allows businesses to designate tax dollars toward scholarships. In order to be as helpful as possible to the largest number of families, student scholarships will be available in amounts of up to 40% of total tuition (including the Learning Enrichment Program.)

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

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

The SSP application must be completed by April 15th. Applications received after April 15th will be considered based on funding available. Contact the business manager for information regarding the application process.

EXTENDED CARE PROGRAM

Extended Care Program is before and after school care for Shalom Christian Academy students. Extended care operates on days when school is in session.

This care includes structured homework time, snacks (afternoon only) and opportunities for other activities in designated areas of the school.

Staffed by Shalom employees.

Hours

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

The fee is hourly, per child.

Registration forms are available from the school offices and also on the school website, www.shalomca.com. Click on the Parents tab on the blue bar at the top of the website, and then click on Extended Care. Guidelines for Extended Care will be provided upon enrollment in the program.

MEDICAL INSURANCE

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

ACADEMIC CURRICULUM

A. ELEMENTARY CURRICULUM

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

B. MIDDLE SCHOOL CURRICULUM

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

1. Bible - An interactive curriculum is used for this core subject. One period a week is used to do small service projects. Students participate in weekly middle school chapels.
2. Math - Students are grouped heterogeneously in grades six and seven. In eighth grade students have Pre-algebra and Algebra 1 options.
3. Language Arts - This includes grammar, literature, and spelling. There is twice as much time allowed for this subject.
4. Science - a) Sixth grade - Physical Science b) Seventh grade - Life Science c) Eighth grade - Earth Science

5. Social Studies – a) Sixth grade – New World History & Geography b) Seventh grade – World Geography c) Eighth grade – American History I
6. Music is a required subject with options in chorus, band or general music.
7. Art – Students have art one time per week. Eighth graders have an option to take an advanced art class.
8. Computer – Sixth and eighth graders build on computer keyboarding skills. Seventh grade students learn how to use multimedia technology.
9. Drama – This is an elective subject in which students have opportunity to participate in Christmas and spring productions in addition to presenting smaller productions in middle school chapel.
10. Bible Quizzing – This elective provides an opportunity for Bible memorization and competitions with students from other schools.
11. Adolescent Education – For this subject seventh graders are segregated into a class for girls or boys. Through discussion and reading they focus on issues pertaining to adolescence and human sexuality.

C. GRADUATION REQUIREMENTS

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

D. TRANSFER STUDENTS

A minimum of one year in residence is required for graduation from Shalom Christian Academy. Shalom Christian Academy will accept work done in another school system toward graduation. Since high schools vary in requirements for graduation, students entering this school above the freshman year will be given credit for as many years as they have completed, but may be required to take additional courses to meet Pennsylvania State requirements. If it becomes apparent that the accepted level of performance is not satisfactory, the student may be asked to

receive or seek remedial help in that area. In cases of severe inability, the student may be asked to repeat or drop a particular course. Also, where possible, courses that have been missed may be made up as the student's schedule permits.

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

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

Ninth Grade Course Selections

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

Required Courses

Bible - Understanding the Faith (4)
Civics (4)
English (4)
Physical Science (4)
Physical Education (1)
Music Appreciation /Intro to Digital Media (2)

Math Choices

Algebra IA (4)
Algebra I (4)
Algebra II (4)

Focus Choices

Spanish I (4)

Extracurricular Choices

Art Elective (3D Art, 2D Art)
Bible Quizzing
Building Tech Elective
Chorale
Chorale Ensemble
Drama
Family & Consumer Science Elective
Instrumental Music
Photography I
Sound & Lights

Tenth Grade Course Selections

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

Required Courses

Bible- Understanding the Faith/Church History (4)

World History (4)

English (4) (General/Honors)

Biology (4)

Physical Education (1)

Health (2)

Math Choices

Algebra IB (4)

Algebra II (4)

Geometry (4)

Focus Choices

Spanish II (4)

Latin

German

Digital Media

Extracurricular Choices

Art Electives (3D Art, 2D Art, Art Studio)

Bible Quizzing

Building Tech Elective

Chorale

Chorale Ensemble

Drama

Family & Consumer Science Elective

Instrumental Music

Photography I

Sound & Lights

Yearbook

Yearbook Photography

Eleventh Grade Course Selections

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

Required Courses

Bible-Understanding the Times/Life Calling (Dual Enrollment) (4)
American History II (General/College Prep./Honors/Dual Enrollment) (4)
English (General/College Preparatory/Honors/Dual Enrollment) (4)
Physical Education (1)

Math Choices

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

Science Choices (* Offered alternate years)

Environmental Science (4)
Anatomy & Physiology (4)
*Honors Chemistry (Dual Enrollment) (4)
*Chemistry (4)
*Physics (Dual Enrollment) (4)

Focus Choices

Graphic Design (4)
Spanish III (4)
Music Theory I (2)
Creative Writing (2)
Computer Science (2)
Sociology (4) (1 semester)
Psychology (Dual Enrollment) (4) (1 semester)
Latin
German

Extracurricular Choices

Art Electives (3D Art, 2D Art, Art Studio)
Art Appreciation
Bible Quizzing
Building Tech Elective
Chorale
Chorale Ensemble
Digital Media
Drama
Family & Consumer Sciences Elective
Instrumental Music
Photography
Sound & Lights
Yearbook
Yearbook Photography

Twelfth Grade Course Selections

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

Required Courses

Understanding the Times (Dual Enrollment) (3)
 Senior Seminar/Speech (1)
 American History II (General/College Prep./Honors/Dual Enrollment) (4)
 English (General/College Preparatory/Honors/Dual Enrollment) (4)
 Physical Education (1)

Math Choices

Accounting II(4)
 Pre-Calculus/Calculus (Dual Enrollment) (4)
 Accounting I (4)
 Advanced Math (4)
 Business Math (4)

Science Choices

Anatomy & Physiology (4)
 *Honors Chemistry (Dual Enrollment) (4)
 *Chemistry (4)
 *Physics (Dual Enrollment) (4)
 * Offered alternate years

Focus Choices

Spanish IV (4)
 Computer Programming (2)
 Computer Science (2)
 Graphic Design
 Music Theory 1 or II (2)
 Psychology (Dual Enrollment) (4)
 (1 semester)
 Sociology (4) (1semester)
 Latin
 German

Extracurricular Choices

Art Electives (3D or 2D Art, Art Studio)
 Art Appreciation
 Bible Quizzing
 Building Tech Elective
 Chorale
 Chorale Ensemble
 Digital Media
 Drama
 Family & Consumer Science Elective
 Instrumental Music
 Photography
 Sound & Lights
 Yearbook
 Yearbook Photography

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

GRADING SYSTEM

Kindergarten: Conferences First and Third Nine Weeks Periods
Check List of Skills Second and Fourth Nine Weeks Periods

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

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

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

Grades 9-12: All percentage grades/letter grade

GRADING - Changes effective 2020 08-27

CURRENT		
A+	98-100	4.00
A	95-97	4.00
A-	92-94	3.67
B+	89-91	3.33
B	86-88	3.00
B-	83-85	2.67
C+	80-82	2.33
C	77-79	2.00
C-	74-76	1.67
D+	71-73	1.33
D	68-70	1.00
D-	65-67	0.67

WEIGHTED GRADES

The following courses will be weighed: dual enrollment (Am and British Lit, Psychology, Am History II, College Writing, Effective Speaking, Physics, Chemistry, Pre Calc and Calc), honors (10th grade English honors, Physical Science honors), college prep (Adv Math, Sociology, Anatomy and Physiology).

Weight: 1.125 per weighted class. The highest possible GPA a student can get in weighted classes is 4.5

WEIGHTED - Class of 2024		
A+	98-100	4.50
A	95-97	4.50
A-	92-94	4.13
B+	89-91	3.75
B	86-88	3.38
B-	83-85	3.00
C+	80-82	2.62
C	77-79	2.25
C-	74-76	1.88
D+	71-73	1.50
D	68-70	1.13
D-	65-67	0.75

NOTE: The weighted grading scale will begin with the Class of 2024.

MINIMUM GRADE

A student earning below 55 percent in the first marking period of a semester course and the first two marking periods of a year course will receive a 55% on the report card under the following conditions: the student must complete 100% of summative assignments (such as tests and projects), and 60% of formative assignments (such as homework). During the second marking period for a semester course and the third and fourth marking periods for a year course, the student will receive the actual percentage earned in the class.

REPORT CARDS

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

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

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

P -Performing to Potential. A "P" will be used to preface a grade when a student has been professionally diagnosed as having a learning difficulty that merits adjustments in the curriculum and/or evaluation. A letter grade will follow the "P" to indicate the degree of Performance to Potential the student has achieved.

EXTRA CREDIT

A student cannot get above a 100% on the report card.

If extra credit is given on a test, the test score is capped at 100%.

*Bonus points must be related to the material.

*The rigor of the bonus questions should match or exceed the rigor of the regular assessment questions.

Extra credit may be included on major assessments (tests, projects).

Extra credit should not be made available as a stand alone assignment or included as part of formative assessments (quizzes, homework, classwork).

Extra credit points should be minimal and related to the points of the assignment. Extra credit cannot exceed 3% of the total grade.

LATE WORK

If a student does not submit an assignment on the due date, the assignment is marked as missing (M), which calculates as a zero. Assignments will be accepted up to one week from the due date with 20% off. Assignments submitted after one-week will not receive credit. Assignments will not be accepted after the end of the school day on the last day of the marking period. The only exception is if a student is absent and his/her make-up day(s) falls after the end of the marking period.

If a student has an EXCUSED absence, he/she has as many days to make up the work as he/she was absent. The Late Policy will come into effect if a student does not submit assignments by the modified due date.

Assignments due the day of absence will be accepted on the day of return with no penalty. Tests and quizzes given on the first day of the absence (for which the student should have been prepared had he or she been at school) may be given on the day of return.

For absences of several days, teachers will give one extra day for each day absent in scheduling make-up tests and quizzes.

Unexcused absences will result in a 0 for assignments including tests and quizzes.

HONOR ROLL

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

DUAL ENROLLMENT

Shalom partners with several colleges to offer dual enrollment classes. Dual enrollment classes are indicated in the course description section of the handbook. If a college credit course is offered at Shalom, it may not be taken elsewhere for Shalom credit.

COURSE WITHDRAW

Withdraw Policy

Students may drop from a class within 2 weeks of the beginning of the class without penalty. A drop/add form must be completed by the student, teacher, parent, and administrator. If a student is taking a dual enrollment course, withdraw policies required for refunds are through that college.

Full Year Course

If a student withdraws after the two week deadline up to the final day of the first marking period, the student will receive a WP or WF on his/her transcript depending on whether he/she is passing or failing the course at that time. It will not be calculated in the student's GPA. After the first marking period, the student will receive a WF on his/her transcript. This will result in no credit and the assignment of 0.0 quality points to be calculated into the student's GPA based on the full credit value of the course. The possibility of adding another class is at the discretion of the teacher and administrator. If a student has exceeded the maximum study halls, a plan will be put into place to address this issue. Any withdrawals after the two-week deadline must be approved by the teacher, administrator, and a parent.

One Semester Class

If a student withdraws after the two week deadline up to the final day of the fourth week of the course, the student will receive a WP or WF on his/her transcript depending on whether he/she is passing or failing the course at that time. It will not have an effect on the student's GPA. After the beginning of the fifth week, the student will receive a WF on his/her transcript. This will result in no credit and the assignment of 0.0 quality points to be calculated into the student's GPA based on the full credit value of the course. The possibility of adding another class is at the discretion of the teacher and administrator. If a student has exceeded the maximum study halls, a plan will be put into place to address this issue. Any withdrawals after the two-week deadline must be approved by the teacher, administrator, and a parent.

SUMMER SCHOOL POLICY

Middle School - If a middle school student fails one academic subject, the principal will recommend summer school. If a student fails two academic subjects, he/she will be required to take and pass both in an approved summer school. If a student fails the same subject for two consecutive years, he/she will be required to take and pass the course in an approved summer school. If a summer course is not completed in the allotted time, the student will need to stay after school during the first marking period until it is completed. If a student fails three or more subjects in a year, his/her status as a student at Shalom will be reviewed by the Spiritual Life Committee. **All coursework must be completed before returning in the fall.**

High School - If a high school student fails a particular Bible class, he/she must re-take and pass that class from Shalom Christian Academy, which could require that he/she repeat that grade. Each situation will be reviewed by the Spiritual Life Committee. If a high school student fails an academic subject that is required for graduation credits, he/she may take it as a summer school class. No more than two subjects can be taken in one summer. If a student fails three or more subjects in a year, his/her status as a student at Shalom will be reviewed by the Spiritual Life Committee. **All coursework must be completed before returning in the fall.**

ACADEMIC PROBATION POLICY

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

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

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

RESOURCE ROOM

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

ASSIGNMENT BOOKS

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

GENERAL GUIDELINES FOR HOMEWORK TIMES

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

Kindergarten A student may spend an average of 20 minutes for each day he/she spends in school reviewing a concept taught in the classroom. Daily Bible reading and "Book It" reading are optional and should be time spent beyond the homework time.

Grades 1 – 3 Homework should take an average of 20 – 30 minutes per school day or 100 – 150 minutes per week. There may be one (1) or two (2) long-term projects which would require additional time. Drills are part of homework. Daily Bible reading, learning the hymn of the month, and "Book It" reading are optional and should be time spent beyond the homework time.

Grades 4 – 5 Homework should take an average of 30 – 40 minutes per school day or 150 – 200 minutes per week. Long-term projects would be in addition to that. Daily Bible reading, learning the hymn of the month and “Book It” reading are optional and should be time spent beyond the homework time.

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

Grades 9 – 12 Homework should take an average of 10 hours per week. Long-term projects would be in addition to that. Students who take dual enrollment classes should expect additional time for homework.

WEDNESDAY EVENING & WEEKEND HOMEWORK

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

Students in elementary grades are not given an assignment on Wednesday that is due on Thursday. Routine Thursday tests are discouraged.

Because middle and high school students do not follow the same schedule everyday, it may be necessary to give an assignment on Wednesday and/or have an assignment due on Thursday.

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

SCRIPTURE USE

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

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

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

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

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

PHILOSOPHY OF TECHNOLOGY USE

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

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

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

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

GUIDELINES FOR USE OF TECHNOLOGY

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

CELL PHONE POLICY

During school hours, students may use cell phones only in the office with permission. Students in violation of this policy will have their cell phone confiscated.

1st Violation - Is a warning and the student can pick up phone at the end of the day from the office.

2nd and Consecutive Violations - Requires a parent to pick up at the office.

ATHLETIC PHILOSOPHY

Shalom provides a God-centered education through the teaching of Christian principles. The athletic program serves as an integral part of the total education program. Participation in a sound athletic program may produce many qualities in athletes. Shalom's athletic program serves as a channel to develop, above all else, a strong Christian character in athletics. Participation may foster the spiritual growth of an individual and team. Our athletic program may contribute to the athletes development of good sportsmanship, positive self image, dedication and commitment to personal and team goals, physical fitness and athletic skills, emotional maturity and social interaction.

Rom. 12:1 "Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God - this is your spiritual act of worship."

Through athletic participation, the athlete may learn how to work with others to attain a goal, how to take adversity without complaining, how to be gracious in defeat or humble in victory, and how to treat others with respect and consideration. The athlete needs to learn the value of discipline, emotional control, and compliance to the rules.

Phil. 2:5 "Your attitude should be the same as that of Christ Jesus." Shalom is committed to excellence in athletics. The educational benefits of an excellent athletic program develop a balanced lifestyle in the spiritual, mental, physical, and social dimensions of one's total being.

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

Middle School Philosophy

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

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

Junior Varsity Philosophy

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

All players should participate in most contests, providing valuable experience. Care must be taken to ensure that substitution is carried out in a manner that will benefit the individual as well as the team.

The development of both the individual and the team are important here. Development through competition is the priority. Juniors and seniors are generally not to compete on the JV level. Any exceptions must be approved by the athletic director and coach.

Varsity Philosophy

In addition to the central and primary goal of developing Christ-like character, attitudes and behavior in each athlete, the varsity athletic program seeks to refine the players athletic skills. The further purposes of the varsity athletic program will be to mold the best possible team for the purpose of competition and to teach the importance of understanding and performing the roles given to each member for the good of the entire team and the Glory of God.

At this level, team performance and team goals are more important than at the previous levels. Each member is expected to contribute to the development of the team and the team learns that to be strong, each member and his contribution is vital. Although each individual is equally important, his contribution and role is different from others on the team. At this level Shalom believes in fielding the best team possible, which possibly means the best will play the most.

ATHLETIC PROGRAM

Preseason Try-outs

All preseason camps and tryouts are mandatory unless otherwise announced.

Try-out Dates

Fall Sports - First full week of August

Winter Sports - First or second week of November

Spring Sports - First or second week of March

Fall Program

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

Winter Program

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

Spring Program

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

SPORTS ELIGIBILITY POLICY

In order to be academically eligible for interscholastic athletic events, a student may not have more than one F in any subject. Academic eligibility will be checked every two weeks. It will go into effect on a Monday and last for two weeks, ending on a Saturday. Students with one or more F's are required to participate in remedial study during half of their team practice time. If a student is ineligible for a third in one season, he/she will be removed from the team. Any student who has more than one F for the entire year or fourth marking period will be ineligible through the first two weeks of school unless he/she passes the failed course(s) in summer school.

STUDENT HEALTH POLICY

Reasons to keep your child home:

- Sore Throat
- Nausea/Vomiting
- Diarrhea
- Fever greater than 100°
- Skin Rash
- Ear ache/Infection
- "Pink Eye"
- Extreme Coughing
- Head Lice
- Chills

Please do not send your child to school within 24 hours of a fever. A student must be fever free without medication for 24 hours prior to returning to school, this includes if your student is sent home from school with a fever.

Medication Policy

- ◆ Written authorization - From a physician or parent/guardian is required to administer **ANY** medication (prescription or over-the-counter) including cough drops.
- ◆ Specific directions are needed from the physician. The form is located on the website or email the school nurse at nurse@shalomca.com. Parent/guardian signature is needed on the form and return it to school.
- ◆ Students are NOT permitted to have medications in their possession. ALL medication must be taken to the school nurse when arriving to school to avoid disciplinary action.
- ◆ **EXCEPTIONS:** Rescue asthma inhaler, an epi-pen, or equipment to care for diabetes. A prescription medication form is required from the physician stating the student is capable of carrying and self-administering the medications. **The nurse must have the form to allow your child to take the medication.**
- ◆ **Teachers/Staff are NOT permitted to dispense medication.**
- ◆ Prescription medication must be in the correctly labeled container

from the pharmacy with the doctor's instructions. A second properly labeled bottle may be needed for home.

- ◆ Over-the counter medication must have the label from the original container with the student's name, dosage, and how often it can be given. NO substitute containers will be accepted.
- ◆ It is strongly recommended that the parent/guardian deliver the medication to school for the safety and protection of all students.

Health Screenings

- ◆ Yearly health screenings consisting of height, weight and vision will be conducted by the nurse.
- ◆ Hearing evaluations will be done in grades K-3, 7, 11, and when deemed necessary.
- ◆ Scoliosis screening will be done in grades 6 and 7.

Physical Examination

- ◆ Required for grades PreK, K, 6, and 11.
- ◆ Physical forms can be found on the school website under Forms and Documents.
- ◆ The physical can be done by the students own provider or it can be done at school by the Chambersburg Area School District school physician.
- ◆ School Physicals – Please indicate on the form sent home with your student at the beginning of the school year. You will be contacted about the date of the physical and you may be present for the exam. There is no fee for the school administrated physical.

Dental Examination

- ◆ Required for grades K, 3, and 7.
- ◆ Dental Examination forms can be found on the school website under Forms and Documents.
- ◆ The dental examination can be done by the students own dentist or it can be done at school by the Chambersburg Area School District dental hygienist.
- ◆ School Dental Examinations – Please indicate on the form sent home with your student at the beginning of the school year. There is no fee to the parents for this service.

Immunizations

As of August 2017, the Pennsylvania Department of Health has changed immunization regulations.

For attendance in ALL grades, your child needs to proof of the following:

- ◆ 4 doses of tetanus (1 dose after the 4th birthday)
- ◆ 4 doses of diphtheria (1 dose after the 4th birthday)
- ◆ 4 doses of polio (4th dose must be given after the 4th birthday and at least 6 months after the 3rd dose)
- ◆ 2 doses of MMR (Measles, Mumps, Rubella)
- ◆ 2 doses of Varicella (Chicken Pox), or history of the disease
- ◆ 3 doses of Hepatitis B

7th grade through 12th grade additional requirements for attendance:

- ◆ 2 doses of meningococcal conjugate vaccine (MCV)
 - A. 1st dose is required for entry into 7th grade
 - B. 2nd dose is required for entry into 12th grade
- ◆ 1 dose of Tetanus, Diphtheria and Acellular Pertussis (Tdap)
Required for entry into 7th grade

If your child is missing any of these vaccines, he/she will have only 5 days to receive the immunization. After 5 days your child WILL NOT be permitted to attend school until it has been received or a plan of care from a physician has been received by the school nurse.

If you have chosen to exempt from any of these immunizations, a form must be completed and you must see the school nurse to complete this form.

NOTES

