

MT. SALUS CHRISTIAN SCHOOL

2016- 2017 Student / Parent Handbook

BOARD OF TRUSTEES

Sean Milner, Chairman
Mark McNeece
Glenn Wiggins
Harold Miller
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MISSION STATEMENT

Being guided by the Bible, God's Word, Mt. Salus Christian School seeks to promote the intellectual and personal growth of our students through a quality Bible-based education, in order that they may impact and strengthen their community and the world.

ACCREDITING

[Mt. Salus Christian School](#) is fully accredited through the [Mississippi Association of Independent Schools](#) and The Southern Association of Colleges and Schools, which is recognized as a regional accrediting body by the Mississippi Department of Education.

STATEMENT OF NONDISCRIMINATION

Mt. Salus Christian School does not discriminate on the basis of color, race, gender, or national and ethnic origin.

REGISTRATION FEE: A student is not fully registered, and therefore his placement in the class is not guaranteed, until Contract and Application forms are on file in the office and the Registration Fee is paid. The multiple child discounts apply only to tuition, not to school fees. Registration Fees (for the 2015-2016) academic year) are not refundable.

TUITION: The tuition payment policy adopted by the Board states (Bold indicates new or amended policies):

- 1. Tuition is due on or before the 5th of each month.**
- 2. A Late Payment Fee of \$25 will be assessed if tuition is not paid by the 5th.**
- 3. Any automatic withdrawal that returns with a "Non-Sufficient Funds" status will result in an additional \$25 penalty to the account.**
- 4. Once enrolled, families that leave Mt. Salus for any reason, whether before school begins or during the school year, must pay tuition for two additional months beyond the date of withdrawal for each student withdrawing.**
- 5. If tuition becomes 30 days delinquent, the student will not be admitted to classes until the account is brought current. This policy will be enforced by the school administration unless prior arrangements have been made with the administration.**
- 6. If Tuition is delinquent by the end of each semester, the student will not be allowed to complete exams until the balance is paid**

Jr/Sr High School

GRADING, GRADING SCALE AND EXAM SCHEDULE

Mt. Salus grades student progress on a 9-week basis. Credit is given at the end of the year if a student successfully completes requirements of the class (which includes attendance).

Required classes that have a failing grade must be repeated.

1. Grades for each nine-week period are determined by the grades received in several categories: tests, homework, daily class work, projects, term papers, etc. A course syllabus, which will be supplied to each student, will explain how the grade is to be determined for each class.

2. Grade structure:

97 – 100	A+
93 – 96	A
90 – 92	A–
87 – 89	B+
83 – 86	B
80 – 82	B–
77 – 79	C+
73 – 76	C
70 – 72	C–
69	D+
68	D
67	D–
66	F

3. Determining Final Grade:

Each semester grade is averaged using the following formula (The final grade is an average of the 2 semesters):

1 st Nine Weeks =	40%
2 nd Nine Weeks =	40%
Semester Exam =	20%

Graduation

Graduates must have at least 20 credit hours in academic classes. Seniors are required to take at least 4 classes to include English IV, History / Social Studies, Bible, and Math. College classes taken through a dual credit program must be approved by the administration.

Dual Credit

Dual Credit is a new program available for eligible Seniors. Eligible seniors may take courses offered on the campus of Mt. Salus which will count for college and high school credit. The credit hours are earned through Hinds Community College. Students must pay a registration fee of \$50.00 per semester and the cost of the books. Books may be purchased through any textbook store.

Progress Reports

Progress reports will be issued 4½ weeks into a grading period. Progress reports will normally be issued to those students with a “C” average or below in any given course. All students will receive a progress report the first quarter.

Promotion

Units earned by student will determine their grade placement as listed below:

To Earn Rank	Units Required
Freshman	0 – 3
Sophomore.....	4 – 8 including English I
Junior.....	9 – 14 including English II
Senior	15 + including English III

Report Cards

Report cards are sent out at the end of each nine-week grading period. The parents of students receiving a D or below in a class are advised to contact the teacher of that class to schedule a conference.

Semester Exams

All students are required to take exams for the first and second semesters. These exams should be comprehensive semester exams and count for twenty percent (20%) of the semester grade. Seniors who carry an average of **90** or above (for the entire year) into the final exam *may* be exempted by the teacher from that exam. Faculty members are *not* mandated to grant exemptions.

ACADEMIC PROBATION

A student will be placed on academic probation if at the end of any nine-week grading period the student is failing two (2) or more subject areas or is failing one (1) subject but also has two (2) or more D’s. The administration may reserve discretion in some cases. If the student fails to make improvement by the end of the next nine-week grading period, it might be suggested to the parents that they seek a school that could better serve the needs of their child.

HONOR ROLL

The A & A/B Honor Roll will be computed once every nine weeks. The A Honor Roll will consist of those students who receive an A in all subject areas. The A/B Honor Roll will consist of those students who receive only A’s and B’s in all subjects. Names of students appearing on both Honor Rolls may be released to local newspapers.

GENERAL SCHOOL EXPECTATIONS

The “school day” at Mt. Salus Christian High School is defined as any and all activities, programs, and time between the start of the day and its conclusion. Currently, the school day begins at 8 a.m. and concludes at 2:55 p.m. All requirements, restrictions, and expectations should be honored during the entire course of the school day. Extra curricular activities and programs should be honored in the same way unless otherwise directed by an appointed Mt. Salus staff member.

1. Courteous speech and conduct are required.
2. Respect for church, home, school and nation are expected at all times.
3. Reasonable effort in all things related to study and homework is consistently expected of every student.
4. Quiet voices and calm demeanor are the norm in all areas of the buildings.
5. Prompt, cheerful obedience is expected.
6. Gum chewing is not allowed at school.
7. Students are not to leave class for any reason without permission from the supervising teacher.

STUDENT CONDUCT

The Word of God teaches us that we as the Lord's people, irrespective of our ages, are God's gracious workmanship, created in Christ Jesus for a life of fruitful works of service. Established sinful barriers and prejudices inherent in our culture are to be broken down, making peace. Humility, gentleness, patience, and forbearance toward one another in love are characteristics of the distinctively Christian life. All of our days at home, church, school or wherever are to be lived in the service of God, supporting and nurturing one another toward the exalted goal of Christian maturity—the measure of the stature which belongs to the fullness of Christ. Maturity in Christ enables us, with increasing ability, to speak the truth in love with tenderness of heart. This requires all of us, whether we are parents, students, faculty, or staff, to lay aside the old (sinful) self and be renewed in our minds, putting on the new self in the likeness of God, created in righteousness, holiness and truth.

1. Falsehood is to give way to truthfulness.
2. Man-centered (sinful) anger is to give way to godly (holy) anger.
3. Stealing is to give way to honest labor.
4. Selfishness is to give way to generosity.
5. Unwholesome speech is to give way to edifying, gracious speech.
6. Bitterness, wrath, anger, clamor, slander are to give way to kindness, tenderheartedness and a forgiving spirit.
7. Impurity and greed are to give way to godliness.
8. Exploitive sensuality is to give way to wholesome modesty.
9. Self-indulgence is to give way to disciplined, godly moderation.
10. Discord and strife are to give way to peace (harmony) and order.
11. Delinquency is to give way to dutifulness in discipline and instruction.
12. Man-centered service is to give way to God-centered service.
13. Worldly exercise of and submission to authority are to give way to a Christ-like exercise of and submission to authority.
14. Weakness in self is to give way to strength in the Lord.
15. Confidence in man is to give way to confidence in God.
16. Confidence in man-centered preparation is to give way to confidence in a God-centered preparation.
17. Identification with the world is to give way to identification with God's Church and Kingdom.

DISCIPLINE

Discipline is a learning process in which an individual learns self-control and recognizes his responsibility to God and man. Discipline includes living by an established standard or set of rules. It is rooted in discipleship and aims at restoration and improvement of character and bringing glory to Christ through proper conduct is its goal. The discipline policy of Mt. Salus is rooted in two presuppositions concerning human nature. First, man is created in the image of God, by an act of God's power, for the glory of God. This gives man a high degree of dignity, which he would not have if he were merely a more highly developed form of animal life. Second, due to the fall, mankind is born in sin and is by nature at enmity with God, his Creator. The belief that man is basically good is demonstrated by Scripture and experience to be false. In holding to these presuppositions two commonly held beliefs are forcefully denied: 1) that man, as a result of evolutionary process, is merely an animal and 2) that man is basically good. Therefore, discipline must be taught as an essential part of a person's character building. It is not to be assumed that an individual will naturally discipline himself, but in time and with proper training will become a disciplined person.

Demerit System

The demerit system has been implemented so that students, parents, teachers and the Mt. Salus High School Administration might interact more clearly in the case that an infraction against the rules is committed. Every **ten (10)** demerits will result in an **automatic detention**. [If demerits total a non-rounded number such as 13, the student would have a detention and 3 demerits towards the next detention.] The first thirty (**30**) demerits will result in an **automatic one-day suspension**. The second thirty (**60 total**) demerits will result in an **automatic two-day suspension**. If a student reaches a total of **ninety (90)** demerits in a school year, he or she will be **expelled or required to withdraw from Mt. Salus**. Demerits will accumulate until the end of the school year and will reset once the year is ended. Any offense not specifically stated will fall to the discretion of the administration along with appropriate punishment for this or other instances such as repeated offenses, a spirit of unrepentance, etc.

All demerits are delivered to the administrative office at the end of the day (or following morning when applicable). Demerit slips will be initialed by the student. Only detention forms will be sent home. Detention will be served at 7:00 a.m .or in the afternoon according to administration. It will be a work or cleaning detention. Parents will not be called on demerits unless there are extenuating circumstances. Students will take responsibility for their actions.

3 Demerits will be assigned for:

- Unprepared for class (no book, pen/pencil, paper, proper P.E./gym attire, etc.)
- Not in seat when bell rings
- Not signing out properly
- Minor public displays of affection (hand-holding, unwarranted affectionate hugging, etc.)
- Horseplay (shoving, inappropriate playing, excessive noise, etc.) indoors
- Chewing gum / eating or drinking in the classroom
- Being disruptive or talking out of turn in class
- Going to car without permission
- Being off-task during class (not paying attention, inappropriate comments, writing notes, working on another class' assignment, etc.)
- Unexcused tardiness (anytime of day)
- No homework

5 Demerits will be assigned for:

- Sleeping in class
- Dress code violation
- Throwing objects of any kind in the classroom
- Using office phone without permission
- Profanity / using the Lord's name in vain
- Cell phone use during the school day

10 Demerits (Automatic Detention) will be assigned for:

- Cheating / plagiarism¹
- Missing / skipping detention
- Horseplay in the classroom
- Being in an Off-limits area
- Verbal assault or verbal altercation with another student
- Disrespectful speech to or about a teacher or staff member
- Skipping class
- Defacing school / church property²

¹ Students will additionally receive an automatic zero for the assignment if caught cheating or plagiarizing

² The severity of this infraction may result in automatic suspension or expulsion

30 Demerits (Automatic Suspension) will be assigned for:

- Physical altercation with another student
- Defiance to a teacher or staff member anytime
- Possession or use of tobacco products
- Moderate public displays of affection (kissing, inappropriate/suggestive statements or notes, etc.)
- Destruction of school / church property³

Automatic Expulsion or Required Withdrawal will be assigned for:

- Possession or use of drugs, alcohol, or weapons such as guns, knives, explosives, etc.
- Major public displays of affection (fondling, groping, or other sexual misconduct)
- Any malicious physical contact with a teacher or staff member
- Any severely scandalous public incident that brings irreparable shame on Mt. Salus Christian School (felony conviction, public drunkenness, etc.)

Alcohol/Drugs

The intent of Mt. Salus is to comply with and cooperate fully with the laws regarding illegal drug use. The Board of MSCS understands that there are times when students for medical reasons may use prescription drugs. Under these circumstances, the student or his/her parent(s) or guardian should register the prescription with the principal or his/her designated person(s) in order to protect the student. Unauthorized possession, transfer, use or sale of drugs, drug paraphernalia or alcoholic beverages or substances represented to be drugs or alcohol is absolutely forbidden on campus or at any school sponsored activity. Violations will result in immediate expulsion.

Cheating/Plagiarism

Receiving or giving assistance in testing situations or in other assignments will not be permitted, nor will presenting someone else's information or ideas as one's own. Cheating and plagiarism are dishonest. They are an attempt to deceive and involve stealing and lying, both of which are not tolerated at Mt. Salus Christian School. Teachers who observe a student cheating or plagiarizing will immediately pick up the student's paper and a zero for that work will be given along with ten demerits (which results in an automatic detention).

Suspensions

The administrator may suspend a student from school for willful disobedience, for defiance of authority of a member of staff or for other misconduct. Students suspended must not return to the campus or attend any school activities during the period of suspension.

Weapons

Weapons of any kind will not be allowed on campus or at any school-related function under any circumstances. "On campus" includes you personally, in your vehicle, or hidden by a student on campus for his/her use. Violations will result in immediate expulsion.

³ The severity of this infraction may result in automatic expulsion

POLICIES AND PROCEDURES

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Absences for athletic or other school-sponsored extracurricular activities will be considered excused, but it will remain the responsibility of the student to determine what was missed in class and to make up the work missed. **Students will not be permitted to take part in any school-sponsored athletic or extracurricular activity, event or practice if the student is absent from class during any part of the day of such activity unless the student receives the approval of the Administrator.** In addition, students who habitually fail to attend classes or who are tardy the day following an athletic event or other extracurricular activity may, for the sake of the health and academic achievement, be prohibited from participating in such activities.

Athletic Eligibility will follow the MAIS guidelines listed below:

- Upon entering the 9th grade, a student will have four (4) consecutive years of eligibility in inter-school contests.
- To be eligible for the first semester of a school year, a student must have accumulated four (4) major units (credits) the previous academic year.
- To be eligible for the second semester: a student-athlete who is ineligible the first semester could become eligible the second semester if he or she passed four (4) major subjects during the first semester of that same academic year.

Policy Statement on Sportsmanship

The interscholastic activity program of Mt. Salus is an important part of the educational process. It provides opportunities for learning experiences in athletics, science, math and literary competitions, as well as other competitions that are difficult to duplicate in other school activities. The activity program teaches attitudes of responsible team play and cooperation. The program provides a vehicle for learning mental and physical self-discipline, loyalty, personal pride in school, respect for the rights of others and the will to win.

Participation in interscholastic activity programs is entirely voluntary. The opportunity to participate in the program is extended to all eligible students who are willing to assume the responsibilities congruent with the privilege.

⁴Athletic fees (if student participates):

Basketball	\$50
Baseball	\$50
Cross Country	\$30
Golf	\$30
Football	\$75
Tennis	\$30
Track & Field	\$30
Soccer	\$30

The maximum amount any one student must pay is \$175 regardless of how many sports in which he/she participates

Athletic participants, fans, and parents who exercise their privilege to engage in the program in any form shall abide by the rules of the game or contest in letter and spirit, as well as those guidelines established by their administrators and coaches. This shall include:

1. Maintaining standards of eligibility established by MAIS and the school of attendance.
2. Being respectful and courteous to visiting teams and officials.
3. Refraining from disrespectfully addressing officials, antics to intimidate, taunting or baiting visiting opponents, and using insulting language and/or swearing.
4. Respecting the integrity and judgment of officials and accepting their decisions without question.
5. Being modest when successful and gracious in defeat.
6. The player(s) responsible for Mt. Salus Christian School receiving a fine from the MAIS, whatever the reason, will be responsible for the payment of the fine.

Class Officers

Students are nominated and selected by the faculty and administration to serve as members of the SGA (Student Government Association). All members are expected to represent their classes with dignity by maintaining at least an overall "B" average and maintaining no more than twenty (20) demerits in a given school year.

ATTENDANCE

Arrival/Dismissal Time

Students may arrive no sooner than **7:30 a.m.** and must be picked up by **3:15 p.m.** unless they have scheduled supervision. Half day school days will dismiss at **12:10 p.m.**. Students can be dropped off and picked up on the left side of the driveway by the cafeteria. Students are to report to the cafeteria upon arrival at school. Students not picked up by 3:15 p.m. will be placed in supervised aftercare and parents will be billed a minimum of one half hour.

Tardy

Students who are not in their proper classroom seat and prepared for the start of class when the tardy bell rings will be considered tardy. Students arriving on campus after 8:00 a.m. must first report to the office for a pass to present to their teacher. Tardiness may be excused with a proper note of explanation from a parent or guardian (i.e. flat tire, Doctor's appointment, inclement weather, etc.). It should be noted that a tardy is not excused simply because a parent verifies knowledge of lateness. Excused and unexcused tardies are solely at the discretion of the office staff. Traffic tie-ups and other avoidable circumstances will not typically be considered a valid excuse for tardiness. In the case that a medical appointment causes tardiness, a note verifying the date and time of the appointment must be obtained from the doctor's office before returning to school. All unexcused tardies will result in 3 demerits per offense. To continually provide order with minimal distraction, the Mt. Salus administration reserves the right to implement further actions on those who are habitually late. **It is the responsibility of the student to make-up work missed due to tardiness.**

Students in grades 7-12 who are tardy more than 3 times in a 9 week period will not be able to enter class until the next class period starts.

Students detained by a staff member will be excused to class provided the detaining staff member verifies with a written pass.

Absences

Mt. Salus Christian School recognizes that attendance and active participation in class are an integral part of the foundation of solid, Christian education. All students are allowed only ten (10) total absences per semester for each day or each individual class. This includes both excused and unexcused absences. If a student is not in attendance for a majority of the class, then that day will be counted as an absence. On the day of the eleventh absence the student will fail that course(s). In the case that a student is diagnosed with an extreme or contagious illness or disease that demands absences (mononucleosis, major surgery, etc.) the parents should call the administrative office to make arrangements for home study. If arrangements are not made or executed then the student may not receive credit for the course(s).

Excused Absences:

In order for an absence to be excused, the student **MUST** bring a note from a parent explaining the nature of the absence. If a student is absent more than 5 days in a semester, the student must have a doctor's excuse in order to receive an excused absence. A student shall be excused of absences from school for the following reasons:

1. Illness that would endanger the health of the student body or others
2. Serious illness or death in the immediate family
3. Special and recognized religious holidays observed by the family
4. Any condition making attendance dangerous to the student's health and safety
5. Military pre-induction examination

6. Service as a page in the legislature

Mt. Salus also recognizes that family trips can be of educational value, therefore, any absences due to these trips may be excused; however, permission from the administrator must be obtained in advance and all assignments must be obtained prior to departure.

Absent for part of a Day

- A. When arriving at school after the school day begins:
1. Sign-in in the school office.
 2. Receive permission to attend class.
 3. Go to class period that is in session or do as instructed.
- B. When leaving before the school day ends:
1. Bring a note from a parent or guardian
 2. Sign out in the office before leaving campus.

Unexcused Absences:

Work may not be made up for unexcused absences. The student will receive a zero (0) for each missed assignment. **Suspension from school as a disciplinary measure is unexcused.**

CAMPUS TRAFFIC

All traffic should enter at the last entrance near the dumpster. Please drop off children at the first awning. Please try to keep the line single file for safety. Students are to park in the gravel lot above the playground. When visiting the school during regular hours, please park in the spaces across from the main building.

Students are not to sit in cars at any time during school hours. **No student will be allowed to return to his/her car during school hours without permission from the office or a teacher.** All students must have a valid driver's license to drive on campus.

Students will not be allowed to place signs or bumper stickers of a derogatory nature on their automobiles. If students place such signs or stickers on their automobiles, they will be required to remove them or not bring their automobile on campus. Students may also face additional disciplinary action.

DRESS CODE

There is a close relationship between positive scholarship and the neatness and appropriateness of student dress. The intent of the dress code is to maintain an optimum learning environment throughout the school day and at all school-sponsored activities. Students at Mt. Salus Christian High School are expected to wear clothing considered appropriate for school wear. Students dressed inappropriately will be assigned an appropriate number of demerits and may be sent home to change; that decision is solely the responsibility of the administration. If an item of clothing seems questionable, the student should bring the outfit to the office for approval before wearing it.

The following dress code is for the seventh through twelfth grade students:

- Shirts** - polo style shirts (any color) or collared shirts (any color); in the winter months, sweaters, fleeces, hoodies and Mt. Salus sweatshirts may be worn as a *jacket* (collared shirts should still be worn); shirts should be tucked-in when designed to be worn as such.
- Jeans or Denim pants – Jeans may be worn only with any shirt that is issued by Mt. Salus with the Mt. Salus Logo visible. These shirts are available for purchase on back-to-school night. Mt. Salus fan jerseys are allowed with jeans. These will be available for purchase early in the school year. Jeans and denim pants should be without holes or appearance of holes.**
- Shorts** - khaki, navy, brown, green, plaid or black uniform or cargo shorts
- Pants** - khaki, navy, brown, green or black slacks; capris & cargo pants are permitted. No sweat pants.

- Skirts** - khaki, navy, brown, green or black (skirts may be no shorter than 3" above the knee)
- Shoes** - no flip-flops, Crocs, or similar extremely casual footwear
- Hair** - neat, clean, and well groomed; extreme hairstyles will not be allowed (no neon colored hair, mohawks, etc.); boys' hair may not cover the tops of the ears, below the collar, or below the eyebrows and faces must be clean-shaven.

No visible tattoos are allowed. Earrings are not permitted for boys. Body piercing is not permitted. Hats and caps are prohibited inside the school buildings. Only modest, one-piece bathing suits may be worn at all school swimming activities. **If you are in doubt about the acceptability of a particular article of clothing, do not wear it to school without first checking with administration.**

EMERGENCIES AND ILLNESS

Mt. Salus has an operational plan in cooperation with the Jackson-Hinds Office of Disaster Preparedness and the Civil Defense Education Staff of the State Department of Education. This plan provides for the necessary training and instruction so that the school emergency disaster plans may be carried out with the greatest possible speed and safety.

The *TORNADO DRILL* is initiated by the fire alarm or school siren, which is three short rings, a pause, and three short rings. Follow the directions of the teacher who will usher the class to the nearest exit.

The *FIRE DRILL* is initiated by the fire alarm, which is one continuous ring. All students will sit quietly and follow the teacher's instruction. If you are not in class, go straight to the parking lot. You may return to your class when you hear four short rings, a pause, and four short rings.

Prescribed Medication

In cases where school personnel must administer prescription medication to a student, a note must be given to the office which contains the following:

- a. Name of medication
- b. Date
- c. Exact dosage
- d. Time to be administered
- e. Duration of time medication is to be given
- f. Doctor's name
- g. Student's name
- h. Signature of parent(s)

The office will not hand-out Advil and/or other non-prescription medication.

HOMEWORK AND MAKEUP WORK

Homework

In a well-planned program of homework, the student confronts materials on an independent basis while establishing the foundation of self-discipline. Homework is an essential part of the total instructional program at Mt. Salus and is designed not only to strengthen skills learned in class but to establish a foundation for sound study habits as well. Teachers take their responsibility to assign meaningful homework seriously and expect students to prepare assignments carefully on a daily basis. In addition to daily preparation, students may expect long-term assignments such as book reports and research papers. It is important that students learn to be accountable for homework and to accept the consequences when homework is forgotten or not satisfactorily completed. These consequences may include, but are not limited to, staying after school to complete an assignment. A continued pattern of failing to complete homework assignments will result in adverse academic consequences.

Parents can assist most in this learning process by establishing a regular time for homework to be done and a place to work that is well lighted and free from disruptions. While parents may help with a homework drill from time to time, nothing is gained by parents doing the student's work.

Some students seem to have more difficulty with homework than others. There may be several reasons for this problem. Some students have difficulty attending to work at school and consequently may have to bring more work home. Other students may be particularly conscientious and do more work than is actually required. Others may have difficulty in a certain subject area from time to time and need more work to understand the concepts being presented. Still other students may be temporarily distracted or under stress because of personal or family difficulties. If a child appears to experience continued difficulty with homework, it should not be presumed that too much work is being assigned. Parents are encouraged to contact the student's teacher to help identify the cause of the problem.

The amount of time spent on homework is dependent on the student's motivation, ability and course load and may vary throughout the year. Since one goal of Mt. Salus Christian is to "provide to academically motivated students a challenging college preparatory program," a certain amount of academic rigor should be expected.

Make-up Work

All work missed due to excused absences should be made up by the student, and it is the student's responsibility to get make-up work from the teacher. When work has been assigned prior to the student's absence, such as tests, papers, homework, etc., the student is responsible for these assignments upon the day of return. (i.e. If on Monday an assignment is given to be due on Friday and a student is then absent on Thursday, returning on Friday, that student is responsible for the assignment due.)

For work assigned during a student's absence, the same amount of time will be given to complete the missed assignment(s) as was originally given to the class. (i.e. If a student is absent on Monday when an assignment is given to be due on Wednesday, when the student returns, two days will be allowed to complete the assignment.)

Work may not be made up for unexcused absences. Suspension from school is unexcused. Make-up work not completed in a timely manner will receive partial credit or "0".

ELECTRONIC ITEMS

Electronic items such as cell phones, ipods, ipads, and other devices are to be kept in the students bookbag or in office during the school day. All devices must be turned off. If a device goes off in a bag during class it is subject to be taken to the office. Loss of electronic items is the responsibility of the student. New smart watches are considered the same as all other electronic devices.

PARENT CONFERENCES

All conferences with parents should be scheduled through the office. Please do not try to catch a teacher before school or between classes. Parents are requested to schedule conferences by calling the office at 601-924-5863. Please do not contact a teacher at home. Parents must check-in with the office before going to the classrooms for any reason.

SCHOOL CLOSING

Cancellation of classes due to inclement weather will be announced on the school website first and local radio and television stations second. If school must be closed after classes have begun, the school office will contact you. Please refrain from calling the school to see if classes are going to be canceled. If the Clinton Public Schools are closed due to inclement weather, Mt. Salus will also be closed. You will also be advised by the new TEXT service if you have joined.

SOLICITATIONS AND ADVERTISING

No items will be sold by organizations or by individuals unless approved by the school administration. The administration cannot permit the sale of items by non-school organizations. Exceptions will be made for students selling items to raise money for class trips.

No form of advertising can be displayed on campus that has not been approved by the school administration. The administration will not approve advertising by profit-making organizations, except those having contracts with the school. Any and all charitable or ministry-related publications and advertisements must be approved by the administration before being posted on campus.

Posters and Bulletins

Individuals and groups need to adhere to the following guidelines when advertising in school:

1. All posters are to be approved by the administration prior to posting.
2. Posters advertising an event are to be removed and disposed of properly no later than the day following the event.
3. Anyone defacing a poster or school advertisement will be subject to disciplinary action and proper restitution.
4. Advertising of activities must be school sponsored or school approved.
5. Posters may be placed only in designated areas.

School Publications

Our website will be a great resource for many parents at www.mtsalus.org. The school calendar will be uploaded to the website on a regular basis, noting any additions or changes to the schedule. Academic and Athletic information will also be updated regularly. Any information pertinent to Mt. Salus families will be posted on the message board on the website. You may sign up for instant alerts under the *RSS Feeds* section of the homepage.

The MAIS website, www.msais.org, will have driving directions to schools for athletic events. Also, the MAIS website hosts an all-inclusive MAIS event calendar. You may also check this website for addition, changes, and/or updates.

A school newspaper and yearbook may also be published that will offer a learning experience to those involved in its publication. Additionally, random and planned photos and /or videos will be taken of Mt. Salus students throughout the school year for recreation, documentation, as well as a variety of publications (yearbook, local news, school development functions, etc.). **If any parent or guardian wishes for his or her child to NOT be included in school publications, he or she should inform the school office in writing.**

STANDARDIZED TESTING

In the spring of the year, the ACT Aspire test is given in grades 3-8 and the Stanford Achievement Test is given in grades K-2. The PLAN is given to 9th and 10th graders, and the PSAT is given to 11th graders. These test dates should be noted on the online school calendar.

STUDENT ACTIVITIES AND CLUBS

Student activities sponsored by the school and held either during the school day or during out-of-school hours shall be chaperoned and supervised by a member or members of the school staff. Parents are encouraged to attend activities.

All school regulations are applicable at all school-related activities.

STUDENT INSURANCE

MAIS requires that we have a catastrophic insurance policy on our students. As a benefit to you we are offering an additional policy covering your children at school and all school sponsored activities. All students participating in extra-curricular activities or athletics must have proof of health insurance filed in the office. A supplement policy is available for purchase that will cover football.

TELEPHONE

No public telephones are available. **Students may use the office telephone in an emergency with permission and under the supervision of the office personnel. If you need to contact your child during the school day, please call the office. Do not call OR text your child's cell phone.**

TEXTBOOKS

Each teacher issues textbooks at the beginning of each semester. Each book is numbered by teachers and distributed to individual students. Students are responsible for each book. Students are not to write in or abuse the textbooks. Cost of lost or damaged textbooks will be determined by the Administration based on the age of the book and the extent of the damage.

VISITORS

To ensure the security and safety of all students, all visitors to the school must check in at the school office.

If a parent wishes to have lunch with his or her child, it is requested that the school be notified by 8:15 a.m. so the visitor can be added to the lunch count. Parents are requested not to use impromptu visits for unscheduled meetings with teachers. Parent-teacher conferences or classroom visits should be arranged in advance.

Students who plan to have non Mt. Salus students visit them should notify the office one-day in advance and list the name of the visitor. On the day of the visit, the visitor should report to the office to be met by a guide. The student may be asked for references for their visitor.

WITHDRAWAL

Voluntary Withdrawal:

Parents wishing to withdraw their child or children from the school should contact the Administration and complete the School Withdrawal Form, ensuring that all instruments, books and/or uniforms borrowed from the school have been returned and all fines owed to the library have been paid. Official transcripts and/or final grades will not be released until all Mt. Salus Christian School property is returned and check-out is complete. A fee of two months tuition is assessed in order to cover budget expenses set forth on the prior year. Any exception must have board approval.

Required Withdrawal:

A student will be required to withdraw when the student's continued enrollment at Mt. Salus is deemed not in the best interest of the student or the school or if the student's behavior has become unduly disruptive to the school's educational environment. All instruments, books and/or uniforms borrowed from the school must be returned and all fines owed to the school must be paid. Official transcripts and/or final grades will not be released until all Mt. Salus property is returned. The Administrator, upon the advice of the appropriate staff/teachers, makes the decision in conjunction with the Board.

Mt. Salus Christian School reserves the right to dismiss a student(s) at any time if the administration and/or board of trustees deem it to be in the best interests of the student(s), family, and/or school at large to do so.

Mt. Salus Christian School
Jr./ Sr. High School Student/Parent Handbook Agreement Form
2016-2017

(Please print, sign and return this page to the administrative office)

I, _____ (please print **student** name) have read, understand, and agree to abide by the policies, rules, and procedures contained in the *Mt. Salus Christian School Student/Parent Handbook*.

(Student Signature)

(Date)

I, _____ (please print **parent** name) as a parent/guardian of the student named above, have read, understand, and agree to my child abiding by the policies, rules, and procedures contained in the *Mt. Salus Christian School Student/Parent Handbook*.

(Parent/Guardian Signature)

(Date)

Mt. Salus Elementary

ACADEMIC STANDARDS

The purpose of the Board's policy on academic standards is to ensure that we have students whom we can adequately serve and that they are in fact benefiting from their time with us. At the end of any nine-week grading period, if a student is failing in two subject areas, he/she will be placed on academic probation. If the student continues to fail in two subjects at the end of the next nine-week period, he/she may be referred to another school that might better meet his/her academic needs. If a student is failing three subjects at the end of any grading period, he/she may be referred immediately to another school.

Such a referral may be appealed to the Board of Mt. Salus, should the student and his/her parents feel that the student's academic performance can be reasonably expected to improve. To make such an appeal, both the student and one or both parents must appeal in writing, and confirm the request in person before the Board at the next available opportunity. The final decision concerning this appeal will be left to the Mt. Salus School Board.

Occasionally, there is a question about the placement for a student in a particular grade level. The school retains the right to make the final decision. This is true both before school starts and during the course of the school year.

DISCIPLINE

Our goal is that each student be responsible and committed to doing what is pleasing to God. In cases where there is little or no evidence of self-discipline, the teacher is called upon to assist the student in the disciplinary process. The form that the corrective action takes depends on the nature of the misconduct, the age of the student, and the history of misconduct with that student. Emphasis is placed on the student's understanding that he/she is personally responsible for his/her actions. We want every student to have a heart or attitude of commitment to obey and to submit to the teachings of God and those placed in authority over him/her.

OFFICE VISITS FOR GRADES K-5: Students will be sent to the headmaster if they are disrespectful of authority, are vandalizing property, or are disrupting class without heeding the warnings of the teacher. Being sent to the office is a serious matter. The first time, the student will have a conference with the headmaster. The second time, the parents will be notified. If there is a third time, the parent will be called and may be asked to take the child home for the day. If there continues to be a problem, the child may be asked to leave Mt. Salus.

DRESS CODE

School dress is regarded by Mt. Salus to be primarily the responsibility of the home. We allow a wide variety in dress, and recognize that fashions change as well. We want students to feel comfortable in their clothing while following Biblical standards for modesty. The following guidelines are designed to help parents and students with clothing choices.

Girls: Girls may wear dresses, jeans, culottes, and shorts. In grades 1-3, "short" shorts are not allowed. **In grades 4-5, the only styles of shorts permitted are the longer style "uniform shorts," which are available at many major department stores, or cargo shorts.** Any color is fine.

Dresses must be no more than 3" above the knee when measured from the floor with the student kneeling. Halter-tops and bare midriffs are not allowed. Shirts/blouses/sweaters must be long enough so that arms can be raised without exposing bare midriffs. Tops with spaghetti straps and thin straps are not allowed. Tight jeans are not allowed. Only modest, one-piece bathing suits may be worn at school swimming parties.

Boys: Boys may wear jeans, slacks, and shorts. **In grades 4-5, the only styles of shorts permitted are the longer style "uniform shorts," which are available at many major department stores, and cargo shorts.** Any color is fine. Tank tops and cut-off shirts may not be worn.

SWEATPANTS: May be worn by students in K-5th grades.

Clothing containing writing, numbers, or adornment must be appropriate to a Christian school atmosphere (please, no rock group, beer, or tobacco T-shirts). Clothing should be clean and in good repair. Hair should be neat and clean and should be cut so as not to interfere with vision. Boys' hair must be above the collar. Hats or caps may not be worn in school.

Personal appearance must be appropriate to a Christian school atmosphere and must not be distracting to other students or teachers. **IF INAPPROPRIATE CLOTHING IS WORN**, parents will be called and asked to bring appropriate clothing. If no one can be reached, students will wear clothing from the office grab bag for the day.

ABSENCES FROM SCHOOL

It is expected that children will be in attendance except in cases of personal illness, serious illness in the family, or doctor's or dental appointments. A pupil is given two days for each day absent to make up work missed during an excused absence. After ten absences in a semester, a note from a doctor will be required for the absence to be excused. **Students who miss school during the day may not participate in school activities that same night, unless special permission is granted from the administration.**

The MAIS ACCREDITATION Handbook states, "No student shall be promoted to the next grade whose absences exceed twenty days during the school year."¹ The administration and school board may waive this requirement if it is determined that the absences resulted from unusual circumstances or extended illness."

FAMILY TRIPS DURING SCHOOL

Mt. Salus also recognizes that family trips can be of educational value, and absences due to these trips will also be excused. Such trips should be discussed well in advance with the principal and teacher so that provision may be made for necessary work to be made up. **Trips will not be counted in the twenty-day limit.**

RETURNING AFTER AN ABSENCE

In the interest of keeping all of our children as healthy as possible, please observe the following health rule: The child's temperature should be normal for 24 hours before he/she returns to school. In other words, if your child has a fever in the evening, he/she must stay home the next day.

Your child must present a written excuse from you on the day he/she returns after an absence. The excuse should contain the pupil's name, the dates absent, and the reason for the absence. Please sign the excuse and have your child present it to the teacher upon his/her return to school.

MAKE-UP WORK AFTER AN ABSENCE

Pupils who have an excused absence should contact their teacher upon returning to school to get the assignments they missed. **IT IS THE RESPONSIBILITY OF THE STUDENT TO CONTACT THE TEACHER ABOUT MAKE-UP WORK.** Students will be given two days to make up work for every one day they are absent. Although the absence has been excused, students will lose credit on work missed unless it is made up.

TARDY POLICY

The first bell rings at 7:50, and students leave the cafeteria and go to their rooms. Please drop off your children by 7:50 each day to give them a chance to prepare for the beginning of school. The tardy bell rings at 8:00 and classes begin promptly at that time. Students arriving after 8:00 a.m. disrupt classroom activities already in session.

Students who are not in the classroom at 8:00 a.m. must report to the office for a Tardy Slip. Excessive tardiness to class will be dealt with by the administration.

DOCTOR'S OR DENTIST'S APPOINTMENTS DURING SCHOOL

Please attempt to schedule these appointments after school. If this is not possible, have your child bring a note to his/her teacher, describing the nature of the appointment and the time you will pick up the student. When you arrive at school, ***please come to the office.*** Office personnel will get your child from class and bring him/her to the office. This procedure minimizes class disruption and serves as a safety measure for the children.

ACCIDENTS OR ILLNESSES OCCURRING AT SCHOOL

In the case of illness or an accident resulting in injury, the administrator will make every effort to notify you. Any pupil who is injured or becomes ill at school will be kept under observation and control of school personnel until you or another properly designated person takes charge of the pupil.

If you cannot be reached, your emergency contact person will be called. If a severe emergency develops, the student will be taken to the emergency room at Baptist Hospital at once.

PARENT TEACHER RELATIONSHIPS

We pray for continued good relationships between parents and teachers. However, if an occasion should arise where there may be an apparent conflict, the parent should contact the teacher involved or vice versa. Only after this has been done and no solution is forthcoming should the headmaster be consulted. And, of course, in extreme cases, the board of directors could be approached for a final word on the matter. This approach follows the Biblical direction of Matthew 5:23-24; 18:15-16 and works effectively for the development of proper relations.

ROOM PARENTS ORGANIZATION

The purpose of the Room Parents Organization is to aid the school with special projects, assist teachers with field trips and class parties, provide refreshments for school functions, and basically help wherever needed. There are monthly meetings the first Tuesday of each month to discuss and plan for future school activities. We encourage you to attend these meetings. Your ideas are welcome and needed!

Each room has a Room Mother who coordinates support for room and school activities. This provides parents an opportunity to help in the varied activities of the school. The leaders will be contacting you throughout the year about projects and activities the Room Parents Organization undertakes.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are to be set through the office or the counselor. Parents may call to request a time for a meeting. The teacher will be informed of the request and a time will be set by the office or counselor's office. Teachers are to return parent calls within 24 hours. Parents are not to call teachers at home about school business unless a justified emergency exists.

SCHOOL HOURS

School begins at **8:00 a.m.** The cafeteria will be open at **7:30 a.m.** for the convenience of working parents who must drop their children off early. Parents may make special arrangements with the school if they must leave their children before 7:30 a.m. Teachers will supervise the children until 7:50 when a bell rings and classes begin.

School dismisses at **2:50 p.m.** If you are not able to pick up your child before 3:00 p.m., please ask a friend to do so and notify the office of your plans. **Children who are still here at 3:15 p.m. will be supervised in our After School Care program for a charge of \$7.00 per hour (minimum ½ hour).** Students who remain after school for athletic practices must be picked up at the end of the practice session. Anyone remaining longer than 15 minutes after practice may be placed in After Care for their safety and supervision. The fee described above will be required by the parent.

SNOW, SEVERE WEATHER

In case of snow or severe weather when we may not have school, we will notify the Emergency Operations Center (EOC), which in turn notifies radio and television stations prior to 7:00 a.m. If the Clinton Public Schools are closed because of severe weather, we will also be closed, so you can listen for our name or CPS's name. The **Clinton radio station 93.5 FM** has offered to list us especially promptly so they would be the best radio station to listen to. You may also check your text message through the school if you have joined the service.

AFTER SCHOOL CARE AVAILABLE

Mt. Salus offers an After School Care program for students in all grades from 3:15 p.m. to 6:00 p.m. daily for \$7 per hour, \$15 per day or \$60 per week. Parents may pay by the week, the day, or the hour for either program. Contact the office (601.924.5863) for more information.

OFFICE HOURS & VISITORS

Parents are always welcome in the school. School office hours are from 7:30 A.M. to 3:30 P.M. during the school year. ***When you come to the school for any reason, please come by the office first.*** Messages or personal items must be left in the school office for delivery. This minimizes classroom interruptions.

Before and after school, parents may park in the parking lot directly in front of school. However, **parents who come any time during school are asked to park in the church parking lot and to walk to the school using the sidewalk.** Students are often crossing or playing in the school parking lot when parents arrive during school. Our play area will stay a safe place to play if parents use the church parking lot during the school day.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued to students four times a year at intervals of nine weeks. They are issued on Thursday following the close of the nine weeks period.

Please check the report card to see the progress your child is making, sign on the back, and have your child return it to his/her teacher the next day. There is a \$5. charge to replace a lost report card.

GRADES

The grading scale used at Mt. Salus is as follows:

A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69
D	68
D-	67
F	66
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

The grades received in Special Classes are for conduct only, and not for skill or ability. Since God has gifted each student in different ways as it relates to these areas and we want all students to fully participate in all activities without fear of failure, we believe this is the best practice for these grades.

PARTY INVITATIONS

If party invitations are handed out at school, either all the girls, all the boys, or everyone in the class must be invited.

TEXTBOOKS

The school furnishes textbooks and workbooks for all students. Textbooks remain the property of the school, while the pupil keeps his/her workbooks. No state or federal funds are involved. Pupils should see that their books are not abused, as a fine will be assessed for any book showing abusive or improper care. If a book is lost, the list price of the book must be paid for replacement.

PUBLIC RELATIONS

Parents and students are the best advertisement for Mt. Salus Christian School! Actually, no better qualified group could be called upon for such a service! You are encouraged to inform friends and acquaintances about the school's ministry and mission. Literature is available at the school office for distribution.

LIBRARY

The library schedule will allow every pupil to have access to the library as often as needed during the week. Books may be checked out for a period of one week. Encyclopedias, special reference books, and magazines are to be used only in the library and cannot be checked out. Please help teach your child to be responsible for and take care of library books. If a book is lost, a minimum \$10 Lost Book Fine up to the amount necessary to replace the book is charged.

ACCELERATED READER

Accelerated reader is a requirement of the elementary program. Grades 2 -5 will include AR in first and second semesters. AR will begin 2nd semester for 1st grade.

TRAFFIC

All traffic should enter at the last entrance near the dumpster. Please drop off children at the first awning. Please try to keep the line single file for safety. Students are to park in the gravel lot above the playground. When visiting the school during regular hours, please park in the spaces across from the main building.

Students are not to sit in cars at any time during school hours. **No student will be allowed to return to his/her car during school hours without permission from the office or a teacher.** All students must have a valid driver's license to drive on campus.

Students will not be allowed to place signs or bumper stickers of a derogatory nature on their automobiles. If students place such signs or stickers on their automobiles, they will be required to remove them or not bring their automobile on campus. Students may also face additional disciplinary action.

Parents will enter the same way for afternoon pick-up. Elementary are dismissed at 2:50 p.m. and Secondary at 2:55 p.m.

CARE OF BUILDINGS

Please help us keep school looking nice. Students can help by making sure that all candy wrappers, chip wrappers, and other trash is put in the trashcans. If you see someone else's trash laying around, please help by throwing it away. On rainy days, please make sure that your shoes have no mud on them before coming in the building. In the bathrooms, please be sure to throw paper towels in the trash cans. By doing these things we will be able to maintain a clean campus.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held several times during the school year. On the signal, all pupils will leave their classrooms in quiet orderly lines and proceed to an assigned place. At the beginning of school, each teacher will give pupils detailed instructions regarding these drills. t

LOANING MONEY

Upon request of a parent, the office will loan money to buy a lunch if the student has forgotten his lunch or lunch money. We will not let your children go hungry! We do not loan money for drinks or vending machine products.

LUNCHES

There are two options available for lunch. You may bring a sack lunch, or order a hot lunch from our cafeteria. Cafeteria lunches cost \$4.00 per day.

Parents may eat with their children after checking in with the office. If a parent is eating a school lunch, the office must be notified by 8:30 a.m.

LOST AND FOUND

Pupils should assume responsibility for their personal items such as books, pencils, articles of clothing, etc. **Please label** all coats, jackets, sweaters, hats, etc. Report promptly to the teacher any lost item. Any articles found should be returned to the owner, teacher, school office, or the Lost and Found rack. Any left items will be donated to charity at the end of each semester.

PICTURES

Individual school pictures are taken in the fall. A Yearbook may be ordered in the spring. Purchase of either is voluntary.

TELEPHONE

The office telephone is a business phone and it may only be used by students in emergency situations. Sickness and forgotten lunches are considered emergency situations. Asking permission to go to someone's house after school is **not** an emergency.

STUDENT CONDUCT

The great commandment that Jesus gave (Matt. 22:37-40) tells us to love God first and foremost, and secondly, our neighbors. In other words, we are to obey God and we are to respect and care for those around us. Out of love for God, every student should use and develop the talents, possessions, and opportunities given to them for God's glory. Out of love for our fellow students, students should encourage their classmates to do the same.

The following **guidelines for acceptable and appropriate conduct** should be understood and subscribed to by all students:

1. Conversations held within the classroom are not to infringe on the rights of others. Within class discussions a student may speak when he has been properly recognized and "has the floor". At other times he/she should remain quiet, attentively and respectfully listening to the contributions of others.

Conversations, private or public, are expected to be positive, constructive, and respectful. Foul, dirty, or suggestive language or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive "sign language", "degrading names", "putting others down" by telling them to "shut up", "get lost", etc., even if "done in fun", are examples of conduct which is unacceptable at Mt. Salus Christian School.

2. Unnecessary bodily contact, whether it is affectionate, playful, or hostile, is not acceptable conduct while at school. Such incidents, which may seem harmless, often expand rapidly and tend to detract from the development of proper relationships and a constructive educational atmosphere.

3. All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the student(s) responsible. Each student is personally responsible for cleaning up after using a table or study area.

4. Students are asked not to bring to school cell phones, tapes, radios, CD players, electronic games, any electronic equipment and inappropriate magazines or books. If an item listed above is found in the possession of a student on school premises, the school reserves the right to keep the item until it is picked up by a parent.

5. All controlled substances, knives or weapons of any kind are prohibited at Mt. Salus. Possession of them will result in suspension or expulsion.

GUM CHEWING

Gum chewing will not be permitted at any time. Frequently, gum is found under desks, on carpets, or on clothing. All students are expected to comply with this regulation.

**Mt. Salus Christian School
Elementary Student/Parent Handbook Agreement Form
2016-2017**

(Please print, sign and return this page to the administrative office)

I, _____ (please print **student** name) have read, understand, and agree to abide by the policies, rules, and procedures contained in the *Mt. Salus Christian School Student/Parent Handbook*.

(Student Signature)

(Date)

I, _____ (please print **parent** name) as a parent/guardian of the student named above, have read, understand, and agree to my child abiding by the policies, rules, and procedures contained in the *Mt. Salus Christian School Student/Parent Handbook*.

(Parent/Guardian Signature)

(Date)