

MT. SALUS

CHRISTIAN SCHOOL

ESTABLISHED 1970

2017- 2018 Elementary (K3-5th) Student / Parent Handbook

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MISSION STATEMENT

Through a Christian Worldview, where the Bible is our lens, Mt. Salus Christian School seeks to promote the intellectual and personal growth of our students education, in order that they may impact and strengthen their community and the world.

VISION

We partner with parents to help grow their child into whom Christ created them to be. We do this by teaching children from a Christian worldview so they are challenged to think critically and creatively; preparing each student to thrive wherever God calls them.

ACCREDITATION

Mt. Salus Christian School is fully accredited through the [Mississippi Association of Independent Schools](#) and AdvancED (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.

STATEMENT OF FAITH

1. We believe the Bible to be the only infallible, authoritative Word of God.
2. We believe that there is only one God, externally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

PHILOSOPHY OF EDUCATION

The Bible informs us that the "fear of the Lord" is the beginning of knowledge and wisdom (Proverbs 1:7; 9:10). Therefore, any integrated, meaningful education that is truly valid must have this reverence of God as its starting point and doing the will of God as its goal.

Christianity should be viewed as the framework for the study of all disciplines. Bible class alone is not enough to constitute Christian education. By presenting Christian concepts and precepts in each discipline, we teach that God rules over every part of our lives.

Our students are created in God's image. They are also created as individuals. Our philosophy of education dictates that we view each student as a unique, God-created individual. Our curriculum is designed to accommodate individual differences-not conformity to any pre-set mold. It is our desire to:

1. Maximize each individual's potential.
2. Recognize and strengthen individual weaknesses.
3. Do this under the auspices of God's plan for His people.

This enhances our teaching in all classes from a Christian World View.

CHRISTIAN WORLDVIEW

Mt. Salus Christian School strives to teach all classes from a Christian worldview. What it does **not** mean is to Christianize a class subject material. For example, adding a Bible verse to the class every day or use Biblical examples in math (the boy gave Jesus 5 loaves and 2 fish, class how much is this?). Teaching from a Christian worldview is much more than that—it is teaching the class through the lens of the Bible.

We want to challenge our students to think critically and learn. Our world does not want nor does it need cookie-cutter answers. When our students leave Mt. Salus we want them to be able to engage those they come in contact with (university professors, employers, friends, etc) in a manner that displays true understanding and knowledge.

Summit Ministries, through their book *Understanding the Times* (Myers and Noebel), give a helpful definition of **worldview**:

“[Your worldview is] a *pattern of ideas, beliefs, convictions, and habits that help us make sense of God, the world, and our relationship to God and the world.*”

This is what we want to do at Mt. Salus Christian School.

GOALS AND OBJECTIVES

The following are a list of goals and objectives teachers seek to implement in their lessons and activities for students.

SPIRITUAL AND MORAL DEVELOPMENT

1. Teach the Bible as God's inspired Word and develop attitudes of love and respect toward it.
2. Teach the basic doctrines of the Bible.
3. Develop in students a desire to know and to obey the will of God.
4. Encourage the development of self-discipline and responsibility in the student, based on respect for and submission to God and to all other authority.
5. Help the student to develop for himself a **Christian world view by integrating life and studies with the Bible.**

PERSONAL AND SOCIAL DEVELOPMENT OF STUDENTS

1. Help each student to view themselves as a unique individual created in the image of God, seeking to develop their potential.
2. Teach students respect for others.
3. Promote an understanding of time as a God-given commodity and demonstrate individual responsibility for proper use of time.
4. Provide skills for personal relationships.
5. Provide a Biblical basis for development of one's own code of ethics.
6. Promote physical fitness, good health habits, and wise use of the body as the temple of God.

ACADEMICALLY

1. Promote high academic standards within individual ability levels.
2. Develop a thorough command of the communication processes (writing, speaking, listening).
3. Teach study skills and habits.
4. Encourage logical and critical thought processes.
5. Engender an appreciation of the fine arts.
6. Promote good citizenship.
7. Discuss current affairs in all fields.
8. Provide successful experiences for all learners.
9. Help build positive self-images for students.

POLICIES AND PROCEDURES

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 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.*

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 immediately 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 (no fees and registration are refunded). Any exception must have board approval (a letter written to the Board stating reasons).

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. **Tuition (per contract agreement) is expected in full unless otherwise specified (a written letter to 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.

SCHOOL HOURS, ARRIVAL & DISMISSAL TIMES

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.** (2:55 p.m. for secondary). Half days of school will dismiss at **12:00 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.

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. **To ensure the security and safety of all students, all visitors to the school must check in at the school office.** Messages or personal items must be left in the school office for delivery. This minimizes classroom interruptions.

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.

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.

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.

TRAFFIC

All traffic should enter at the last entrance near the dumpster. Please drop off students at the first awning. 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.

LIBRARY, GYM & LAB

For the 2017-18 School Year, the Library, Gym, Art, and Science Lab (7-12th) are located on the East Campus located at: 412 E. College St., Clinton, MS 39056.

The school will provide transportation from one campus to another when needed. It is important for families to call in advance of checking out a child during the day to ensure they check them out from the appropriate campus. Instructors will be notified by the school office about check-outs. **Instructors will NOT allow a child to be checked out without notification from the school office.**

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.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

These are general guidelines. Please see the Athletic Handbook for more detailed expectations, guidelines and rules.

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.

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.

¹Athletic fees (if student participates):

Basketball	\$100
Baseball	\$100
Cross Country	\$50
Golf	\$100
Football	\$100
Tennis	\$100
Track & Field	\$50
Soccer	\$100

The maximum amount any one student must pay is \$200 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.

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.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are to be set through the office or the counselor. Parents may call the school office (601-924-5863) 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. Parents must check-in with the office before going to the classrooms for any reason.

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 head of school 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.

PICTURES

Individual school pictures are taken in the fall. A Yearbook may be ordered in the spring. Purchase of either is voluntary. The school will use pictures for any purpose deemed important to promote our school (newspaper, promotional advertisements, school Facebook page, website, etc). If parents/students do not want their picture used for/by school in any form of promotion, this need to be put in writing and on file with the school office (yearly).

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

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

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.**

ELECTRONIC ITEMS

Non-Mt.Salus issued electronic items such as cell phones, iPods, iPads, smart watches, and other devices are not allowed without prior approval from Administration (**See section on demerits discipline policy: fine and detention**)

CELL PHONES

Cell phones are not to be used on campus by students from the time a student arrives on campus each morning until 3:05 pm. Mt.Salus students have the option of leaving their cell phone in their vehicle or turning it into the office each morning. Students should not have cell phones with them nor should they be kept in lockers or backpacks. Use of a cell phone includes any indication that a student has a cell phone with them, the phone ringing, or the phone making a noise without the student causing it. If students must call their parents during school hours, the phone in the office is available.

Violations of this cell phone policy will result in:

- **First offense within a school year (automatic 10 demerits):**
- The offending student will receive a 1 hour detention and the confiscation of the cell phone until the end of school on the following day or the payment of a \$20 fine.
- **Second offense within a school year:**
- The offending student will receive a 1 hour detention and the confiscation of the cell phone for one week or the payment of a \$40 fine.
- **Third (or more) offense within a school year:**
- The offending student will receive an in-school suspension (with the accompanying one point deduction) and the confiscation of the cell phone until the end of the school year or the payment of a \$60 fine.
- Retrieval of cell phones from the office and/or payment of the appropriate fine at the end of the day of the offense may be done by parents or with parent's consent via a telephone call.

LOST AND FOUND

Students 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. Any left items will be donated to charity at the end of each semester.

LIBRARY

Books may be checked out from the library 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.

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. Students 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.

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. Students are expected to repay the office the following school day.

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.

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.

SOLICITATIONS AND ADVERTISING

No items will be sold by organizations or 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 after 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 mtsalus.org. The school calendar will be updated on the website on a regular basis, noting any additions or changes to the schedule. Academic and Athletic information will also be updated regularly.

The MAIS website, msais.org, has driving directions to other 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.

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.

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.

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. We encourage you to attend the Room Parent meetings. Your ideas are welcome and needed!

Each room has a Room Parent 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.

EMERGENCY PREPAREDNESS & ILLNESS POLICIES

FIRE AND TORNADO DRILLS

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

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.

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 student 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 student.

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

GENERAL RULES & DISCIPLINE GUIDELINES

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, because of 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.

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.

ASSERTIVE DISCIPLINE PLAN

In an effort to provide students with a positive, safe, and secure environment throughout the school, we have developed School-wide and Classroom Assertive Discipline Plans. These plans clearly define the expectations that we have of our students and clearly spell out the consequences of failure to observe the rules of the school.

OUR SCHOOL-WIDE RULES

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 teachers, students, staff, 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. Pick up your litter and treat school and church property with respect.
8. Students are not to leave class for any reason without permission from the supervising teacher.
9. No use of cell phones (see our cell phone policy)

STUDENT CONDUCT

The Word of God teaches us that we as the Lord's people, regardless of our age, 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.

OUR CLASSROOM RULES

1. Obey directions the first time they are given.
2. Arrive on time with all necessary materials.
3. Raise your hand before talking or leaving your seat.
4. Keep your hands, feet, and objects to yourself.
5. No food, drinks, gum or candy.

ALCOHOL/DRUGS

The intent of Mt. Salus is to comply with and cooperate fully with the laws regarding illegal drug use. The Board of Mt. Salus 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.

HARASSMENT

An behavioral act that is unwanted and repeated is harassment. It uses intimidation in all forms. The intent is to disrupt emotionally and/or physically. This can be done by an individual or group. Physical, racial, verbal, or sexual can all be forms of harassment. Mt. Salus Christian School does not allow harassment. Disciplinary action, which may include suspension or expulsion, can be taken against students who engage in harassing behaviors toward others.

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.

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.

OFFICE VISITS FOR GRADES K-5

Students will be sent to the head of school 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 head of school. 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.

ATTENDANCE

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 6-12 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.

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.”

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.**

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 ten-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.

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.

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 an assignment is given on Monday is due Friday and a student is 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".

GRADING, GRADING SCALE AND EXAM SCHEDULE

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.

REPORT CARDS & PROGRESS REPORTS

Progress reports will be issued 4½ weeks into a grading period for each quarter. Progress Reports are sent via email through RENWEB our new academic hosting provider.

Report cards are sent out at the end of each nine-week grading period through RENWEB. 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.**

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 may be suggested to the parents that they seek a school that could better serve the needs of their child.

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.

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.

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.

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 10th/11th graders. These test dates should be noted on the online school calendar. (PLEASE NOTE THAT STANDARDIZED TESTING CAN CHANGE FROM YEAR TO YEAR—DIFFERENT TESTS MAY USED THAN THOSE MENTIONED ABOVE)

DRESS CODE

Students at Mt. Salus Christian School are expected to wear clothing considered appropriate for school. 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 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 may bring the outfit to the office for approval before wearing it.

The following dress code is for **K3 -12th grade students**:

- Shirts**
- Polo style shirts (any solid colors-- preferably: navy, white, grey)
 - Collared shirts (any solid colors-- preferably: navy, white, grey)
 - In the winter months, solid color sweaters & fleeces only
 - Mt. Salus hoodies and 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.
 - **No logo branded sweatshirts, hoodies, fleeces, etc. (only Mt. Salus branded—we will have several options to choose from)**
- Shorts**
- Khaki, navy, brown, green, plaid or black uniform (**no camouflage**)
 - **No cargo or athletic shorts (shorts may be no shorter than 3" above the knee)**
- Pants**
- Khaki, navy, brown, green or black slacks (**no camouflage**); capris are permitted
 - **No sweat pants**
 - **No Jeans (unless authorized on designated dress-down days).**
- Skirts**
- Khaki, navy, brown, green or black (skirts may be no shorter than 3" above the knee)
- Shoes**
- No flip-flops, Crocs, hee-lies, sandals or similar extremely casual footwear
 - No open toe shoes
- 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 (no dreadlocks) and faces must be clean-shaven.
- Misc.**
- Belts should be worn.
 - No leggings or skinny jeans are allowed.
 - No hats, caps, or hoods are to be worn inside by boys or girls.
 - No spaghetti straps or sleeveless tops (no sleeveless t-shirts).

***Casual Friday:** Jeans or denim pants may only be worn on Casual Friday. Jeans may be worn only with shirts purchased through Mt. Salus Christian School with the Mt. Salus Logo visible for *this year 2017* (no prior shirts). These shirts are available for purchase on back-to-school night and will also be available for purchase early in the school year. All pants, Jeans and denim included (no skinny jeans) should be without holes or appearance of holes.

***If proper dress code cannot be maintained throughout the week and on Friday, Casual Friday will be discontinued.**

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.**

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.

**Mt. Salus Christian School
Elementary Student/Parent Handbook Agreement Form
2017-2018**

(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)