

Whenever necessary, additions or revisions to this handbook will be made throughout the school year.

Unless otherwise stated, the changes will be effective as soon as they are communicated to school employees.

When new pages are issued, the old handbook pages should be removed and discarded.

I. PHILOSOPHY

A. Core Values

Our school has five core values that characterize how we minister.

Christian Ministry

From an eternal perspective, every effort of SBCS must, first and foremost, be viewed as service to God. Therefore, we will honor Christ by committing ourselves to excellence by consistently:

- applying biblical principles in program operation and interaction with others,
- offering a Christian education to as many students as can be reached effectively, and
- taking a personal interest in each one's salvation and spiritual development.

Dependence upon God

From a practical perspective, SBCS will succeed in fulfilling its God-ordained purpose only as it relies on Him for direction and provision. Therefore, we will be faithful to Christ by prayerfully:

- seeking God's will and direction in all matters before the school,
- following our understanding of His leading, regardless of circumstance and consequence, and
- looking to Him to supply all our needs as we develop and maintain the school.

Bible-based Scholarship

From an educational perspective, we believe the God of Creation is the Author of the Bible and a real education must recognize Him as the Source of Truth. Therefore, we will acknowledge God in an academic program by daily:

- teaching from a biblical worldview and integrating biblical truth into every area of instruction,
- including Bible knowledge and spiritual training as a central part of the total curriculum, and
- encouraging students to develop their minds in obedience to and love for God.

Significance of Personnel

From a functional perspective, our school will be only as effective as the Christian character, spiritual growth and professional qualifications of our personnel allow. Therefore, we will accept stewardship responsibility for these employees by always:

- hiring capable, properly degreed, certified persons of notable Christian testimony and maturity,
- maintaining an equitable, regionally comparable salary scale and employee benefits, and
- encouraging ongoing professional development through school policies and practices.

Parental Responsibility

From a biblical perspective, parents are accountable to God for the education of their children. Therefore, we will minister to those charged with this responsibility by continually:

- developing, improving and expanding school program and services,
- balancing financial needs of a commendable program with parental ability to afford it, and
- strengthening the home-school relationship via regular communication and sound school policy.

B. History

In 1950, Mrs. Hazel Donevant saw a need to provide daycare services for students who were attending Piedmont Bible College, where her husband, Lincoln Donevant, was an instructor. This desire to care for children and provide Christian training for students grew to the point

where Mrs. Donevant approached Dr. Charles Stevens, pastor of Salem Baptist Church, about using church facilities for her growing childcare ministry. After permission was granted, Miss Ethel Trivette began to assist Mrs. Donevant. Dr. Stevens had caught the vision to provide an educational ministry from preschool through high school and even into college. "Donny's Scholars" was the beginning of the ministry known today as SBCS.

By 1952, the school had grown to include a K4, two K5 and one 1st grade classrooms. Mrs. F. C. Sprinkle was the first principal of the school. In 1955, construction began on the Tucker Building to house the growing needs of the church and school. When this new building was ready for occupation, the school was comprised of fourteen classrooms. Mr. Frank Hendrix was the principal in 1957 and served until 1959 when, Mr. Ray Harvey, who had previously taught 4th grade in the school, became the principal. The school offered preschool – 4th grade.

In 1961, the school began to use five classrooms and a library in the Lawrence Building and had grown to occupy nineteen classrooms. In 1962, there were four hundred students in the school and the academic program was approved by the North Carolina Department of Public Instruction. The school continued to grow to over five hundred students and another building was needed. In 1967 there were six five-year-old kindergarten classes. In 1968, the multi-purpose building named the Activities Building was ready for use. It included a gymnasium and six classrooms.

There were sixty-three full and part-time employees of the school in 1969 when enrollment reached five hundred eighty students and required twenty-seven classrooms to house its operation. The school program was remarkable for its wonderful programs and plays. Several faculty members were able to produce many well-done and well-received programs.

Dr. Charles Stevens retired as pastor of Salem Baptist Church in 1972 and Dr. E.C. Sheehan became the pastor. That year the school added three mobile classrooms and added one class of seventh graders. One year later, grades eight, nine and ten were added. By the 1974-1975 school year, the school was using the Tucker and Lawrence Buildings, the Activities Building and six mobile classrooms. Additional grades were added in 1978 and the first high school graduating class had commencement exercises on Tuesday, May 27, 1980. There were 950 students enrolled in SBCS. The following school year saw the school enroll over one thousand students. Between 1981 and 1988, the school grew to 1,115 students. Mr. Harvey became the Administrator while Mr. Bob Steagall and Mr. Reuben Morales were designated high school and elementary principals, respectively. The last senior class graduated from the high school in 1988.

The high school closed during the 1988-1989 school year and Mr. Harvey resigned as Administrator. Dr. Jeff McCann served as acting principal in 1990-1991 and Dwight Greene was named as principal in 1991-1992. The school was comprised of preschool through middle school grades. Enrollment had dropped significantly after the close of the high school. When Mr. Greene resigned in 1995 to accept a position in South Carolina, there were 206 students.

Mr. Mike Dixon became the principal in 1995-1996. Ms. Martha Drake became the assistant principal in 1996-1997. The school was initially accredited by the Association of Christian Schools and the state of North Carolina in June 1997. The 9th grade was re-established in 1997-1998 and in the 1998-1999 school year there were 363 students.

In the summer of 1999, the church and school undertook a major renovation of the first floor of the Activities Building to house the secondary school. As the 1999-2000 school year began, 11th grade was added and Mr. Harlie Miller became the secondary principal. Mr. Dixon became the school administrator the same year. Discovery Learning was begun to minister to the needs of students with learning differences. Sparks Field, a soccer field/playground, was dedicated on October 24, 1999.

SBCS celebrated its fiftieth year of operation in 2000-2001. Discovery Learning was expanded to include two NILD-trained therapists. The high school was completed with the 12th grade addition and a guidance counselor was hired on to the administrative team. Eleven seniors graduated in May 2001.

In the 2001-02 school year the school was initially accredited by the Southern Association of Colleges and Schools (SACS), and reaccredited by the Association of Christian Schools, International (ACSI).

The school was separately incorporated in February 2003 and was recognized by the IRS as a 501(c)(3) organization. Another major renovation was undertaken in the summer of 2003 to move the elementary grades into the Activities Building and locate high school classes in rooms adjoining the middle school.

Mr. Miller resigned at the end of the 2003-2004 school year. Mr. Mark Baker became the secondary principal in 2004-2005. Mr. Dixon resigned as Administrator at the end of the 2004-2005 school year. Ms. Drake was named Head of School and Mr. Baker was named Assistant Administrator in 2005. In 2010 Mrs. Anne Furrow became the Elementary Principal. The school was re-accredited by ACSI and SACS in 2014 and will be going through the reaccreditation process in the spring of 2020. Ms. Drake retired in June of 2018 and Mr. Dwayne Carson was hired as the new head of school. Mrs. Furrow resigned in 2018 due to health reasons and Mrs. Dana Wallace was hired as the new elementary principal in August, 2018. Mrs. Wallace resigned in October, 2019 and Mrs. Becky Link was hired as the elementary principal. At his retirement, Dr. Charles Stevens had this to say about the day school ministry of Salem Baptist Church:

I have long believed that the Christian element, interwoven with what is commonly called 'secular education', can produce a culture that is superior to any other type of training....As we reflect upon the...school, our hearts take delight in the students who have passed [through] the halls of training. We have had a great constituency of parents who have desired something extra for their children. We are indebted to them for the faith and trust that they have shown in us.... It is my prayer that God will continue to use SBCS to promote the cause of the Gospel, beginning with salvation and then the building of Christian character.

C. Mission

Our mission statement identifies what we do, why we exist and whom we serve. The mission of SBCS is to challenge students to achieve in an academically excellent environment while nurturing their love for and service to God and others.

D. Non-Discrimination

SBCS hires those who are committed followers of Christ, reflect a lifestyle consistent with a biblical perspective as a Christian role model, and have the skills and professional qualifications to effectively carry out the responsibilities of the given position.

SBCS does not discriminate based on gender, race or national and ethnic origin in the hiring practices and administration of its employment policies. Gender as used herein does not mean sexual identity, orientation, or transgender.

E. Objectives

This is an abbreviated list of our school objectives guided by Luke 2:52 “And Jesus increased in wisdom and stature and in favor with God and men”. If we are successful,

Spiritually, our students will:

- have professed faith in Christ as Savior and model a Christ-honoring lifestyle,
- be growing spiritually, evidencing the fruit of the Spirit in attitudes and behaviors,
- commit their lives to God, seeking to know and obey His will for them, and
- be biblically literate, both knowing God’s Word and applying it properly.

Academically, our students will:

- have adopted a Christian worldview through spiritually integrated academics,
- be culturally literate and well-read, knowing what they believe and why,
- have a desire to continue learning throughout their lives, and
- be academically well prepared for post-secondary study or career training.

Socially, our students will:

- relate well to others, modeling kindness, respect, compassion and forgiveness,
- accept responsibilities of citizenship and opportunities of service willingly,
- be accountable to others, owning responsibility for their actions and behavior, and
- respect male-female relationships, submissive to God’s instruction on moral purity.

Physically, our students will:

- be confident and poised due to the development of physical abilities,
- be athletically competitive with others of similar ability,
- be well-groomed, giving proper attention to their physical bodies, and
- display characteristic good sportsmanship.

Our students with **learning differences** will:

- accept themselves and gain confidence in their learning ability,
- develop learning strategies to compensate for differences,
- improve academic performance, aspiring to achieve “grade level” competency, and
- become independent learners.

The **parents** of our students will:

- be committed to providing Christian education for their children,
- be aware of and appropriately involved in their student’s interpersonal relationships,
- accept responsibility to partner with school personnel in their student’s education, and
- be actively involved in the school and enhance its program efforts.

Area evangelical **churches** will:

- understand correctly the ministry of Christian education at our school,
- share accurate information about the school and recommend it to others, and
- support the mutual interests and activities of our school and their church.

F. Organization

SBCS is a ministry of Salem Baptist Church. A school board composed of the senior pastor, chairman of deacons, chairman of trustees and other church members is responsible for the school. The authority for and responsibility of operating the Christian school is delegated by the school board to the Head of School. In

2003, SBCS became a separate 501(c)3 corporation although still operating under the umbrella of the Salem Baptist Church corporation.

G. *Philosophy of Athletics*

The purpose of athletics at SBCS is to bring glory to God through physical involvement of our students in a competitive atmosphere. Our overall objectives are:

- to provide instruction and guidance in physical skills and spiritual matters,
- to involve the student body, parents and teachers in developing school spirit and unity,
- to have a Christian testimony with opposing teams, fans and referees,
- to give team members the opportunity to develop their full physical potential,
- to teach team members to work toward a specific goal,
- to develop respect for rules and authority.

Students chosen for athletic teams will be held to a higher standard of personal conduct since they are seen as examples of SBCS. They must meet academic benchmarks to qualify for the teams and must maintain a strong academic standing while members of the teams.

H. *Philosophy of Education*

SBCS's philosophy of education is derived from its theology (**see Statement of Faith**). Our philosophy of education has five primary components.

The Purpose of Education

The purpose of education is to know and to respond to God and His Word (Proverbs 1:7). When students are rightly related to God through faith in Christ as Savior and as they learn His Word, they can come to think Christianly and perceive ideas, philosophies, physical laws, the course of history, and mathematical principles from a Christian worldview.

The Content of Education

The God of the Bible claims to be the Source of Truth (John 14:6). In addition to acquisition of content and skills, education is concerned with the spiritual formation of students. Instruction in moral growth, or achieving Christ like character, must be part of a complete education.

The Process of Education

Education is accomplished through a professionally competent Christian teacher using instructional methods that are appropriate for the content and the student. A variety of objective teaching methods should be used since the Bible indicates that Truth is objective (Deuteronomy 6:6-7, Proverbs 22:6).

The Responsibility for Education

Parents are responsible for the education of the children God gives them (Deuteronomy 6:6-7), just as they would provide for their clothing, shelter and food. Teachers minister to families by serving in the place of parents to offer academic instruction and in cooperation with parents to model Christlikeness.

The Nature of the Student

Students are physical and spiritual beings created by God in His image (Genesis 1:27; 2:7). They are sinners who need to accept God's love and express faith in Jesus Christ as Savior. Each one is a unique personality with a preferred learning style, and each is endowed by God with varying levels of academic, physical and creative ability.

I. *Philosophy of Student Discipline*

Our approach to student discipline is corrective rather than punitive. Our model is our Father God who corrects those whom He loves with the goal of restoring our fellowship with Him or drawing us closer to Him. While He may allow hurtful events in our lives, His goal is always to restore us.

An approach to discipline and the practices that grow out of it, with punishment of an individual for his actions or behavior as its primary or solitary goal is not biblical and should not be practiced in SBCS. Teachers and administrators must be careful to avoid purely punitive responses to misbehavior or violations of

classroom rules. Care must be taken to match discipline with offense consistently. It is more difficult to discipline students in a corrective manner, but it is also more effective. The goal of our discipline is to cause students to conform to our established behavioral standards.

Our disciplinary practices are progressive. Admonitions and warnings will be used first to correct problem behavior. Continued disobedience will be handled with student forfeiture of privileges, parent conferences, detentions, disciplinary probation, suspensions, and finally expulsion.

J. Statement of Faith

We believe in

- the divine inspiration, inerrancy and authority of the Scriptures (2 Tim. 3:16-17; 2 Peter 1:20-21)
- the doctrine of the Trinity as historically and scripturally maintained (Mat. 28:19; 2 Cor. 13:14)
- God the Father as Sovereign and Infinite (Jeremiah 32:17; Acts 17:24-28)
- the deity and humanity of Jesus Christ (John 20:28; Heb. 1:8; Phil. 2:5-8; Heb. 2:14-18), His virgin birth (Mat. 1:18-25; Luke 1:34-38), His sinless life (Heb. 4:15; 1 Peter 2:22), substitutionary death (Rom. 5:8; 2 Cor. 5:21; Eph. 5:2; 1 Peter 2:24-25), bodily resurrection (Luke 24; Acts 2:23-32; Acts 13:29-38; 1 Cor. 15:12-20) and glorious ascension (Acts 1:9-11; Acts 2:33-36)
- the total depravity of all mankind (Rom. 3:9-20; Eph. 2:1-3)
- the necessity of regeneration (John 3:3; Acts 4:12; Rom. 10:9-10; Eph. 2:8-10)
- the baptism of the Holy Spirit placing believers into the body of Christ (Rom. 8:9-16; 1 Cor. 12:13)
- believer's baptism as a prerequisite to local church membership (Mat. 28:19-20; Acts 2:41-42)
- the Lord's Supper administered by the local church (Luke 22:17-20; 1 Cor. 11:17-32)
- the local church as an autonomous body, separate from the world (Acts 2:42; Eph. 4:11-16; 1 Cor. 5:9-13)
- the pre-tribulational rapture of the church as the believer's hope (1 Thes. 4:13,17; 1 Thes. 5:5-11)
- the resurrection of the body of all Christians concurrent with the rapture (1 Cor. 15:35-58)
- the pre-millennial return of Christ to establish His literal and world-wide reign (Rev. 19:11-20:6)
- the heaven of eternal duration for the saved (Mat. 25:46; 1 Thes. 4:17; 2 Thes. 1:10)
- a final judgment and eternal punishment in a literal hell for the lost (2 Thes. 1:8-9; Rev. 20:11-15)

K. Vision

Our vision statement identifies what we believe God would have this ministry become:

SBCS exists to support families in the preparation of students for lives of service through an excellent academic education distinguished by a biblical perspective.

II. ACADEMIC AND INSTRUCTIONAL POLICIES

A. *Expectations*

School administrators have these expectations of all teachers:

1. **DO** prepare comprehensive and sufficiently detailed weekly lesson plans that adhere to current curriculum guides and yearly lesson plans.
2. **DO** integrate scripture and biblical principles throughout daily instruction.
3. **DO** use *only* approved texts and resources.
4. **DO** vary teaching methods to accommodate student learning styles and preferences.
5. **DO** allow students to memorize from the KJV if parents inform you, they prefer that version.
6. **DO** follow school homework guidelines.
7. **DO** regularly assess student achievement and follow school test scheduling guidelines.
8. **DO** use *only* the school's grade scales for student assessment.
9. **DO** update grades and assignments via FACTS/SIS regularly per policy.
10. **DO** be involved in student creative projects that involve video, music, drama, art, etc. during the project timeframes to ensure projects conform to SBCS separational standards.
11. **DO** follow daily schedules.
12. **DO** plan, schedule, and conduct prescribed field trips.

B. *Limitations*

School administrators place these limitations on all teachers:

1. Do **NOT** ask parents or students to bring money or food without administrator permission.
2. Do **NOT** allow a Bible version to be an offense. Acceptable scholarly versions (KJV, NKJV, NASB, ESV, HCSB, CSB, NIV, and NLT.) may be used for class instruction.
3. Do **NOT** show videos that students bring from home.
4. Do **NOT** teach more than ½ of any lesson "in the dark". Projectors and DVD/TV are tools, not primary teaching methods.
5. Do **NOT** use seatwork as the primary method of instruction, or the exclusive means of practice.
6. Do **NOT** administer any academic penalties other than those approved by school administrators and documented in this handbook.
7. Do **NOT** cancel a class, end it early or re-schedule it without a principal's specific permission.

C. Details and Procedures

1. Academic Penalties

- No more than five points may be deducted from any assignment if a student fails to include his/her name. Teachers are encouraged to consider other incentives than point penalties.
- A single five-point deduction may result if a student fails to follow instructions on a test, project or assignment. It is more important that the grade reflect what students know rather than how well they follow directions.
- **See Attendance Policies** for academic penalties for unexcused absences or tardies. **See Discipline Policies** for academic penalties as a result of student discipline.

2. Creative Assignment Supervision

- Teachers must be actively involved in all student creative projects that involve video, music, drama, art, etc. Require students to let you see their plans and check work done frequently during the project timeframe.
- Establish guidelines for projects and be specific about what cannot be included.
- Ensure all creative work conforms to SBCS separational standards before it is available to students.

3. Curriculum Guides

- Teachers should prepare lesson plans according to the curriculum guides for their classes or subjects rather than any accompanying text or resource.
- Our curriculum guides for each grade or Upper school subject contain:
 - Graphical scope and sequence
 - Subject or course overview (a syllabus)
 - Yearly lesson plan
 - One-page unit plans
 - Previously used weekly lesson plans
- Teachers must work with administrators and the curriculum coordinator to keep curriculum guides current and to fill in any gaps in the instructional program.
- Teachers in their first and second years of teaching at SBCS or in a new subject must submit daily lesson plans to their principal for the upcoming week by the beginning of the week. Teachers who fail to submit a complete set of daily lesson plans will be required to submit lesson plans in subsequent years.

4. Exams (High School)

- High school students have exams at the end of each semester in English, Math, Social Studies, and Science.
- Students do not have to be present on exam days until they have a scheduled exam. Once on campus, students must remain until their last exam of the day.
- Teachers must keep all students in class until the end of class period. Students who finish an exam early must stay in the classroom.
- Exams prepared by teachers in their first year at SBCS must be approved in advance by the upper school principal.
- An essay on an exam may not count more than 10% of the exam grade.
- Teachers are required to prepare and distribute exam study guides.

5. Exam Exemptions (High School)

- Seniors take final exams. The upper school principal may exempt seniors from exams if they have a B or higher and have 6 or fewer absences.

6. Field Trips

- Teachers are required to take the field trips previously planned for their grade or subject, as long as funds are available. Field trips must be scheduled to occur throughout the school year.
- Teachers are responsible to organize all the details of field trips and communicate them to students and parents. Details include: location, date, times, transportation specifics, check for admissions, etc. Principals must approve all field trip details.
- Teachers should welcome parent participation on field trips, but remind them of these requirements:
 - Parents must be on the approved volunteer list in order to chaperone field trips.
 - No smoking or alcohol.
 - Parents must dress modestly.
 - Student supervision by accompanying adults must be a priority
 - Admission costs for accompanying adults must be paid by those adults. Principals may approve exceptions when there are transportation or supervision needs. Group size maximums may limit parent participation.
 - Siblings and friends of students may not go on field trips with the class.
- Principals will organize all details of overnight/extended field trips and, together with teachers, inform students and parents.
- All Upper school students going on overnight or major field trips will receive a test grade in either science or social studies depending on the curricular nature of the trip based on conduct, participation, and assigned activities. Students who do not go on these trips are required to attend school and complete assignments.

7. Grade Point Average

Letter Grade	Average	Regular Classes	Honors Classes	AP Classes
A+	98-100	4.3	5.3	6.3
A	93-97	4.0	5.0	6.0
A-	90-92	3.7	4.7	5.7
B+	87-89	3.3	4.3	5.3
B	83-86	3.0	4.0	5.0
B-	80-82	2.7	3.7	4.7
C+	77-79	2.3	3.3	4.3
C	73-76	2.0	3.0	4.0
C-	70-72	1.7	2.7	3.7
D+	67-69	1.3	2.3	3.3
D	63-66	1.0	2.0	3.0
D-	60-62	0.7	1.7	2.7
F	59 and below	0.0	0.0	0.0

8. Grade Scales

Letter Grade	Standard Scale
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76

- Each student

ESNU Scale K5-5 th Conduct, Penmanship, K5 Grades	
E	Exceeds Standards Consistently meets academic, class or behavior standard
S	Meets Standards Usually meets academic, class or behavior standard
N	Approaching Standards Sometimes meets academic, class or behavior standard
U	Unsatisfactory Rarely meets academic, class or behavior standard

9. Grading Guidelines

- Each student must have at least three major grades per quarter per core curriculum class (Bible, math, English/language arts, science, social studies). Major grades are usually tests, but may be projects, notebooks, papers or oral presentations.
- Each student must have a minimum of one daily grade per week.
- Lower school teachers use skills assessments in combination with the ESNU scale. (See forms for samples and rubric)
- Lower school teachers must use the ESNU scale for conduct and penmanship.
- Upper school teachers must use these rubrics for quarter and semester grades:

Quarter		Semester	
70%	Major grades	45%	First or third quarter grade
30%	Homework, quizzes, daily grades	45%	Second or fourth quarter grade
		10%	Semester exam

- Specials teachers for grades 6th – 8th must use this rubric for **grade level appropriate grading scale to assess** quarter grades:

60%	Participation
40%	Skills/tests
- Special teachers for grades K5 – 5th will not issue a grade.
- See page 43 of the Student Handbook for grading policies related to athletes.

10. Graduation Requirements

	Occupational Track*	General College Track		Advanced College Track	
Subject	Credits	Credits	must include	Credits	must include
Bible	4.0	3.0		3.0	
English	4.0	4.0		4.0	
Math	3.0	4.0	Algebra I	4.0	Course beyond Alg II
Science	2.0	3.0	a lab science	3.0	a lab science
Social	2.0	4.0	Understanding	4.0	Understanding the Times

Studies			the Times		
PE/Health	1.0	1.0		1.0	
Foreign Language	0.0	2.0		2.0	
Writing	0.0	1.0		1.0	
Electives	6.0	4.0		4.0	
TOTAL	22.0	26.0	GPA of 2.0 or higher	26.0	GPA of 2.0 or higher

11. High School Credit Hour

- The minimum number of contact hours (instructional time) for a high school credit is 130 hours. For a half credit, 65 contact hours are the minimum.
- It is *assumed* that classes impacted by assemblies or student meetings meet this minimum requirement.

12. Homework

- Homework may be given to reinforce a lesson, drill fundamental skills, practice a learning skill or prepare for the next lesson.
- Students are given one “homework grace” in each subject per quarter which makes the zero grade for that missed homework not count against that quarter grade. After students have used their one homework grace, failure to complete homework on time will result in an immediate lunch detention.
- Teachers are required to allow student to go to their locker, car or book bag to retrieve completed homework. **You may wait until the end of class or a natural class break for the student to leave the room.** Send students in pairs when leaving the building.
- The four block period schedule does not lend itself well to eliminating all homework on Wednesday nights for high school students. Since there are no games or other student activities on Wednesday afternoons, students should be able to complete reasonable assignments prior to Wednesday evening church or youth meetings.
- In order to encourage family time and church attendance, teachers should make every effort to limit homework on Wednesday nights, weekends, and over holiday breaks.
- No test/homework/project may be due on the first day/class (A and B) back from a holiday break longer than 1 day.
- Lower school and middle school teachers must limit total nightly homework time for the average student to:

30 minutes	Grades K5 – 2 nd
60 minutes	Grades 3 rd – 6 th
70 minutes	Grades 7 th – 8 th
- High school teachers must limit total nightly homework time to:

90 minutes	Grades 9 th – 12 th (average student)
2 hours (or more)	Honors and AP students

13. Honor Rolls

- Only students in grades 1st – 12th are eligible for Honor Rolls.
- Honor rolls are determined at the end of each **quarter** and eligibility is determined by letter grades. The year-end honor rolls are composed of students who have made the honor roll in all four quarters.

Requirements	1 st – 12 th Grade Students
Honor Roll	No quarter grade below A or B or E or S
Principal's Honor Roll	No quarter grade below A or E

14. Lesson Plans

- At the beginning of each school year, teachers must prepare (or revise) a yearly lesson plan for subjects or grades they teach. This yearly lesson plan must be approved by a principal and is reviewed with him/her at each quarter end.
- Teachers in their first and second years of teaching at SBCS or in a new subject must submit daily lesson plans to the curriculum coordinator for the upcoming week by the beginning of the week. Teachers who fail to submit a complete set of daily lesson plans will be required to submit lesson plans in subsequent years. At the point a classroom evaluation indicates the need for more lesson planning accountability, that teacher will also be required to submit daily lesson plans.
- Weekly lesson plans must include: subject and unit titles, day and timeframe for instruction of each subject, understandable and specific objectives, description of planned classroom activities, principles or verses for applicable biblical integration, materials needed and homework assigned.
- Teachers must create and maintain a current resource/enrichment folder (with plans and materials) for substitute teachers. Resource/enrichment folder updates must be delivered to the designated person at least monthly. Substitute folders are kept in each school office.
- Teachers must create and maintain a current resource/enrichment folder for academically gifted students.

15. PE Classes

- The PE teacher is responsible to ensure that these PE class guidelines are followed:
 - All students must participate unless there is a proven health concern.
 - The PE teacher is responsible to give each student a daily grade based on the grading guidelines described previously.
 - There must be an organized beginning (exercises, calling roll, etc.) to each PE class.
 - The PE teacher must be in constant supervision of the class. Students should not be left unattended. They should go as a group to Sparks Field, if it is used for PE.
 - PE teachers may not have a “free period” or part of a period more than once per quarter. The PE curriculum guide lays out a sequence of physical activities and games, which should be followed.
 - PE teachers must communicate directly with parents whenever a student frequently fails to participate, shows a poor attitude or refuses to participate. PE teachers should inform parents that a note or other direct communication is required to excuse a student from PE. Teachers must use common sense and not require student participation if it could make a student ill or injure himself/herself.
 - PE teachers must carry a cell phone, the wireless telephone or walkie-talkie while on campus and a cell phone when off campus with a class.

16. Progress Reports

- Progress reports are issued once during each quarter. Lower school teachers may also use a skills-based paper progress report, distributed via Friday folders along with updated online grading data on FACTS/SIS.
- VERY IMPORTANT: Teachers must have all grades, attendance, etc. for the progress report period updated to the online grading programs according to your principal’s instructions.

17. Promotion

- Students are promoted to the next grade if they meet these requirements:

Students	Promotion requirements
Lower School	Pass 4 of 6 core subjects; 2 of the 4 must be reading and math
Middle School	Pass 4 of 6 core subjects; 2 of the 4 must be math and an average of the language arts subjects.
High School	Cumulative credits and GPA determine classification: Freshman: <6 credits Sophomore: 6 - 13 credits; 1.7 GPA Junior: 13 - 20 credits; 2.0 GPA Senior: 20+ credits; 2.0 GPA

And the student must have no more than 20 absences

- Achievement test scores indicating below grade level achievement may also influence a student's promotion to the next grade.

18. Re-enrollment/Re-admission/Admission

- Admission, readmission, and reenrollment to SBCS is at the discretion of the school board. Students may be denied enrollment if they do not meet the academic, separational, or behavior standards outlined in this handbook. Students may also be denied enrollment if parents, or other adult caregivers are uncooperative with administrators and/or the written and unwritten policies of the school. Students of families who bring legal action against SBCS will only be reenrolled with the approval of the school board.

19. Report Cards

- Report cards are issued at the end of each quarter.
- **VERY IMPORTANT:** Teachers must have all grades for the quarter updated to the ONLINE GRADING PROGRAMS on the date indicated by your principal before the report card date.
- **No quarter or final grades above 100 or below 30 should be given on a report card.**

20. Reporting Grades and ONLINE GRADING PROGRAMS

- Teachers must update student grades via the online grading programs regularly:
 - within 48 hours (2 days): daily grades, class assignments or homework
 - within 72 hours (3 days): tests, exams and major projects
 - within 96 hours (4 days): major papers and writing assignments and all other student assignments
- As assignments are made, they should be posted to the online grading programs so parents can view them.
- **Teachers must respond within 24 hours to parent e-mails, if only to say the e-mail has been received.**
- The online grading program updates must be a priority for every teacher.

21. Schedules

- **See Schedules** section for: upper school bell, chapel, early dismissal and late start schedules; lower school schedules: lunch schedules: etc.

22. Science and the Bible

- The school's science curriculum is based on a literal interpretation of Genesis 1-11.
- Our school teaches from a young-earth literal creation point of view on the origins of man and the universe. We reject all other creationist theories and attempts to harmonize God's revelation with assumptions and unproven hypotheses of the evolutionary model of origins.

- Our students need to know the basics of the theory of evolution and be trained to give a reasoned response to “evolutionary evidence” from Genesis and a young-earth creation model.

23. Student Learning Accommodations

- Teachers will be notified by DL therapists of weekly therapy sessions for DL students.
- DL accommodations must be approved by DL therapist, principal, and teacher prior to implementing. Our goal is to minimize accommodations as students’ progress.
- Teachers will attempt to incorporate classroom accommodations communicated to them by the DL therapists and principals for DL and non-DL students who have current testing.
- Teachers should not deviate from the student’s accommodations at the request of parents or tutors. Consult the director of DL or your principal when concerns arise.

24. Student/Teacher Ratio

- The overall average student/teacher ratio is usually 20:1. If the classroom enrollment exceeds the indicated maximum listed below, the administrators may choose to close the class, open a new class, or add a teacher’s aide.

School Level	Maximum Student/Teacher Ratio
PK4	20:1
K5	13:1
1 st – 2 nd	22:1
3 rd – 5 th	24:1
6 th – 8 th	27:1
9 th – 12 th	29:1
DA	12:1

25. Testing

- Lower school teachers must prepare a weekly testing schedule and communicate it to parents via Friday folders and/or the online grading programs.
- Lower and middle school teachers should announce tests at least 3 days prior to the tests so students and parents have notice of upcoming tests.
- Teachers may not schedule more than two major tests on a given day. Weekly spelling tests are not considered major tests.
- Teachers should take into consideration how many tests are given in a week’s time.
- Middle school classroom and specials teacher should communicate with each other to ensure the appropriate number of tests has not been exceeded.
- Upper school teachers must schedule their tests on the Online Test Calendar to prevent students from having more than two major tests per day. Teachers should include the name and grade level(s) of the class to be tested and the date they scheduled it on the calendar.
- High school teachers must re-schedule a test for a specific student who has more than two major tests on one day.
- High School teachers should announce tests at least two class periods in advance.
- Tests should be scheduled so that at least three major tests or projects are given in each quarter.
- No tests or projects may be due on the first day back from a holiday break that is longer than 1 day.

- Standardized achievement testing is administered to all students in grades K5 – 12th each year in April. A school ability test is administered to students in grades two, four, six, eight, and ten. The PSAT is also administered tenth and eleventh grade students.

26. Textbooks/Equipment

- All textbooks (paperback, consumable and hardback) used in the school are the property of the school. Teachers should not give ANY textbook or workbook to students when they leave the school. **Exception:** AP students must purchase their textbook. Students will be given their textbooks from Old Testament and New Testament classes.
- Hardback and re-usable (non-consumable) paperback texts should not be written in.
- **When textbooks are issued, teachers must sequentially number the books for their classes, record student's name in the front cover, and record the condition of the book at issue on the *Textbook Record* form.**
- When textbooks are collected at the end of the year, teachers must account that each student turned in the book issued and then record the condition of the book. If the condition of the book is significantly changed due to something more than normal wear and tear, a damaged or lost textbook charge should occur. The ***Parent Notice of Charges*** form should be filled out and sent home along with an e-mail or phone call.
- Students are required to cover all hardback texts with non-adhesive and appropriately sized covers.
- Paperback books should not be stored in student desks. Teachers should issue and collect these books at the end of each class. Consider ways to assign homework without the need for paperback books to go home.
- Students may never have access to extra textbooks or novels.
- If a student is issued a second textbook the office should be notified so that the Textbook Record Form can be updated, and the lost or damaged book be charged to the student account.
- At year-end, texts should not be collected before the next to last meeting of the class.
- Some elective classes and sports teams (bands, chorus, PE, sports teams, publications) may issue items other than textbooks (dresses, shirts, instruments, cameras) that need to be accounted for. Any item issued to a student must be recorded and submitted to the office just like the ***Textbook Record*** form. At class-end students who fail to return school owned items should be listed on the ***Damaged/Lost Textbook/Equipment*** form.
- Teachers must **thoroughly** complete the ***Textbook Inventory*** form prior to leaving for the summer. All textbooks must be accounted for and ordering information included.
- Textbook adoptions will be systematically reviewed. Teachers will have opportunities to preview the textbooks being considered for purchase.

27. Videos/Streaming

- Entertainment videos/streaming may be shown only with prior principal approval.
- Videos specifically indicated for home use may not be shown. However, SBCS has a license to show videos from some of these production companies. Check with the librarian or your principal to determine if SBCS has the legal right to show any video.
- Christian videos may be shown if the distributors' intent was for them to be used in a church or school setting and they have a curricular purpose.
- When there is uncertainty about the legality of showing video, do not show it.
- All school owned videos must be processed through the library.

III. STUDENT POLICIES

A. *Expectations*

School administrators have these expectations of all teachers and office personnel:

1. **DO** ensure accurate attendance and tardy records by cooperating with secretaries.
2. **DO** relay all parent-communicated absence/tardy information (voice mails, absence notes) to secretaries.
3. **DO** understand the make-up work policies and consistently apply them.
4. **DO** attend and participate in student assemblies. Maintain student discipline in assemblies.
5. **DO** attend student events and activities as much as possible.
6. **DO** maintain student discipline in your classrooms.
7. **DO** follow the rules for appropriate disciplinary practices
8. **DO** document all student discipline incidents; keep parents informed via phone call and/or your website and online through FACTS/SIS.
9. **DO** follow the dress code enforcement procedure.
10. **DO** stay in direct contact with parents about frequent or habitual dress code violations.

11. **DO** inform parents and students of classroom discipline plan (lower school students); **DO** post behavioral standards and upper school classroom rules.

B. Limitations

School administrators have placed these limitations on all teachers and office personnel:

1. Do **NOT** give needless offense at holidays by emphasizing cultural icons.
2. Do **NOT** violate class party/picnic guidelines.
3. Do **NOT** request school funds for individual class parties or social events.
4. Do **NOT** vary from the prescribed student awards for the end-of-year awards assembly.
5. Do **NOT** plan any fundraising activities without specific approval from an administrator.
6. Do **NOT** let any student's behavior disrupt classroom instruction.
7. Do **NOT** use inappropriate disciplinary practices.
8. Do **NOT** schedule athletic practices or student activity practices between 9:00 AM and 3:00 PM on any professional day.

C. Details and Procedures

1. Attendance

- **See Student Handbook** for excused absence policy.
- Absences are considered unexcused until parents or doctors send a note or notify a teacher or office employee of the reason for the absence. (We will accept a verbal notification, but the school employee should document the excuse.) All excuse notes should be sent to the school offices for inclusion in student administrative files.
- A student with excessive absences (11+ per high school class or 21+ in a year for middle/lower school students) may be retained or fail to gain credit for a course, regardless of their grades. Parents may provide school personnel with documentation of a chronic or extended illness, hospital stays or other circumstances which can influence a retention decision.
- High School students with more than 10 class absences will either fail to gain credit for the class or be required to attend summer school or complete a summer project.

2. Tardies

- ALL students are tardy if they are not in homeroom by 8:00 AM.
- Teachers **MAY NOT** allow students to enter homeroom after 8:00 without an admit slip from the office.
- Tardies are **neither** excused nor unexcused.
- K5 – 5th grade students may have 10 tardies per semester without a school imposed penalty. Lower school students (K5 – 5th) are tardy if they are not in their classroom by 8:00am or if they leave before 2:40pm. Upper school students (6th - 12th) may have 5 tardies per semester without a school-imposed penalty.
- **See Student Handbook** for tardy penalties administered by secretaries.

3. Make-up Work

Excused Absence	<ul style="list-style-type: none">• Lower school students have 1 day per excused absence to make up missed work• Upper school students have 1 class period per excused class absence to complete make up work• Late make up work may be penalized up to 10 points per day (or Upper school class period) missed
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	<ul style="list-style-type: none"> • Late make up work will not be accepted after 4 school days or 2 Upper school class periods beginning after the allowed make up work is due. • Students who miss a class period but are present on the same day are required to turn in all work on that day for the class missed • Students who leave early and miss a period must turn in all work before leaving.
Unexcused Absence	<ul style="list-style-type: none"> • Students who have unexcused absences may not make up any classwork or quizzes and will receive zeroes for these assignments • Major tests or exams may be made up with a 15-point penalty. • Teachers are encouraged to give a different test version to students who make up tests or exams • Parents must be notified that a zero has been recorded • Students who skip classes or are suspended may not make up missed work

4. Activities

- **Academic and Fine Arts Competitions:** The Competitions Coordinator will keep students and teachers informed of event dates. He/she will also register the students who will be competing in the competitions and make arrangements for transportation to events.
- **Assemblies & Chapels:** Assemblies are held in the church auditorium. The Head of School and Campus Pastor will plan middle and high school chapels. The upper school principal, in coordination with the Head of School will plan assemblies. The lower school principal, in coordination with the Head of School and Campus Pastor, will plan lower school chapels. The lower school principal, in coordination with the Head of School will plan assemblies. Teachers are expected to be in chapels and assemblies, to participate in the activities, and to assist with student supervision.
- **Athletics:** The athletic director handles all matters related to the school's athletic teams. Teachers should check athletics schedules for team dismissal times but be alert to any change that might be communicated by the athletic director. Any athletics team dismissal prior to 2:15 requires an administrator's approval.
- **Awards Assembly:** In the last week of school, the lower school prepares a year-in-review program of class highlights, songs, etc. Perfect Attendance and Academic Achievement awards are presented; other awards are presented in class. Upper school students have an awards assembly to distribute academic scholar's awards, senior awards, and Christian citizenship awards.
- **Christian College Tour:** While there is no preplanned tour of colleges, if a sufficient number of students (usually at least 10) express interest in attending an announced college-for-a-day event, the guidance counselor and upper school principal will organize transportation and chaperones to take our students as a group. Juniors and seniors are allowed (as an excused absence) two absences in order to visit college campuses. Students must submit a note from the college's admissions office upon returning to SBCS in order for the absence to be excused.
- **Drama:** The school employee/volunteer assigned the supplemental task of the annual dramatic event conducts open student auditions for the play. All tasks related to the drama are his/her responsibility, including tickets to advertising. If needed, he/she coordinates with the band and art teachers to include recitals and art auctions.
- **Fundraising:** No student group may initiate any fundraising activity without approval by an administrator. School-sponsored sales to benefit student overnight field trips and athletics must be approved.
- **Holiday icons:** Christians of good conscience can disagree on the significance of the influence of holiday icons that have corrupted the spiritual significance of some holidays. Therefore,

please **use discretion** include in your classroom decorations, bulletin boards, parent letters or personal clothing/jewelry. Stay focused on the true meanings of the holidays.

- **K5 Graduation:** This even will be held on the last Monday evening of the school year.
- **Parties:** Student birthdays may be celebrated at break or lunch. Simple classroom holiday parties are encouraged.
 - Siblings from other classes may **not** be excused to attend parties.
 - Teachers other than homeroom teachers must limit the use of class time for parties.
- **Spirit Week/Homecoming:** The student council advisors and officers along with administrator's plan Spirit Week and Homecoming.
- **Student Aides:** Seniors may act as student aides in the office, library, cafeteria, and classrooms if their schedules allow. Aides must apply via the upper school principal and will receive grades and one course credit.
- **Student Activities:** **See Student Handbook** for various student clubs or groups. Specific employees serve as advisors to the Beta Club (and Junior Beta Club), Delta Theta Chi, Fellowship of Christian Athletes, NHS (and Junior NHS), Quill and Scroll and the student council. See these employees for information.

5. Discipline

- Using the Behavioral Standards (**see Student Handbook**) teachers of grades K4 – 5th should develop a classroom management plan with a positive approach. These must be approved by a principal, explained to parents and students and consistently implemented.
- Upper school teachers have only five classroom rules which should be posted in the classroom and consistently enforced:
 - 1) Students must be in class on time with materials ready.
 - 2) Students must listen and follow directions the first time.
 - 3) Student requests are recognized only when students raise their hand and are acknowledged by a teacher.
 - 4) Students must always show respect for people and property.
 - 5) Students must always be in proper dress code.
- Appropriate disciplinary practices include:
 - Demerits
 - Detentions
 - Disciplinary Probation
 - Suspension (in-school or out-of-school)
 - Saturday Detention (high school only)
 - Expulsion
- Inappropriate disciplinary practices include:
 - Do not scream at or hit a student
 - Do not humiliate or merely punish a student
 - Do not discipline a group for the faults of one or to determine a student at fault.
 - Do not assign sentence writing
 - Do not sit a student by himself/herself far from the class in the cafeteria or prolong his/her isolation from the group (sending students to the hallway is discouraged)
 - Do not deny snack, lunch, or the use of bathroom facilities to a student
 - Do not assign a cleaning-type discipline without specific principal permission.
 - Do not remove a student from more than half of recess without a principal's approval.
 - Do not keep a student from attending a field trip. A principal may decide to deny a field trip as a consequence of previous gross misbehavior on a prior trip.
 - **Do not call a parent to come discipline a child. Only a principal may do this.**

- Teachers should always speak to a student as if his/her parent were present. Minimize or eliminate displays of exasperation or frustration. Keep your body and voice under control when disciplining a student.
- When students exhibit inappropriate behavior that is either severe enough or has escalated to a point where an office visit is needed, teachers should fill out an Incident Report that includes specific information regarding the misbehavior and then send the student and the report to the office.

6. Dress Code Enforcement

- (**See Student Handbook** for dress code.) Enforcing the student dress code must be a priority with teachers and administrators, but we must never behave as though we're just waiting for a student to break this rule. Direct contact with parents is imperative.
- Follow these steps to enforce the dress code:
 - Check students as they enter your homeroom or classroom (but not in a formal manner). Instruct students to correct any Level 1 violations or send them to the office for school-provided changes of clothes.
 - Upper school students will receive demerits for dress code violations (see policy)
 - If you have repetitive problems with a student and Level 1 violations, contact parents and discuss.
 - If you believe a student has a Level 2 violation:
 - complete the Dress Code Violation form and give it to the student, and send the student to the appropriate person for your grade level
 - The appropriate grade level person will evaluate the student's dress and follow the Level 2 enforcement procedure if there is a violation (**see Student Handbook**). If there is no violation, it will be indicated on the form and the student will be sent back to class with form. A principal's decision about whether or not a Level 2 decision exists is final.
 - The teacher should collect the form from the student upon his/her return to the classroom and note the response.
 - If the grade level person is not available, the student may see a principal. If no principal is available, the student may wait in the office area before returning to class or see an administrative assistant.
 - An administrator/grade level person will follow up with teachers, students and/or parents whenever patterns in dress code non-conformity are apparent.
 - Throughout the day, teachers should correct Level 1 violations or send Level 2 violations to the appropriate person with a Dress Code Violation form.
 - VERY IMPORTANT: A "grace" period is in place for **new** students, from the first day of school until the Labor Day break. Teachers and principals should follow the dress code enforcement procedure, Level 1 violations should be corrected but no Level 2 penalties will be given. During this grace period, it is critical that there be direct communication with the parents of students who frequently or habitually violate the dress code.
 - At student events during or after school, students should follow the modesty standards set forth in the dress code. The appropriate grade level person or principal should be notified on the next school day and deal with suspected violations appropriately.
 - Habitual level 2 violations or a parent's unwillingness to bring a change of clothes may require a student to be isolated for the rest of the day and/or abide by a modified dress code which could include no jeans, no shorts, collared shirts only, etc.

Dress Codes from the Student Handbook

Dress code standards related to modesty are in affect at all school events, including school programs, performances, and athletic events both home and away

UPPER SCHOOL BOYS' DRESS CODE	
Acceptable	Non-Acceptable
<ul style="list-style-type: none"> • Shirts/t-shirts/sweaters/sweatshirts with or without collars and with sleeves • Pants, jeans or shorts that fit properly, are the proper color and worn at the natural waist • Jeans and jean shorts (not streaked, washed-out or bleached) • Shorts that are within 4 inches of the knee • Appropriate jewelry limited to a watch, ring, bracelet, and necklaces worn under their shirt • Hair clean and neatly combed, off the collar, above the eyebrows and not below the bottom of the ears • Sideburns trimmed at or above the bottom of the ear • Neatly trimmed mustache or beard 	<ul style="list-style-type: none"> • Clothing that is too tight, too short, too long, over-sized • Shirts that are sleeveless • T-shirts that resemble undershirts • Fatigues or entire outfit of camouflage • Overalls • Sweatpants • Jeans that are frayed, torn, patched, or bleached • Exposed undergarments • Soccer or athletic shorts • PE shorts (outside of PE class), or Spandex • Barefooted at school or school events • Sunglasses, hats, caps, scarves or bandanas • Earrings, or piercings (gauges are not allowed) • Fad (non-traditional) hairstyles; extreme, unnatural hair color (blonde must be blonde, not orange or yellow); ponytails • Tattoos permanent or temporary • Clothing that promotes alcohol, tobacco products, drugs, immorality, music groups, musicians, inappropriate movies or

	<p>TV shows and celebrities, or images that are obscene, crude, vulgar, ungodly or inappropriate images. This includes face mask.</p> <ul style="list-style-type: none"> • Anything that is counter Christian culture. If in doubt, don't wear. • "Gothic" or "grunge" clothing or paraphernalia (i.e., chains) • Fingernail polish
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After-School Activities Dress

Modesty and propriety standards must be observed for all SBCS activities. Students may choose to "dress down" for after-school events such as athletic events and Fall Festival which means students may wear usually banned items such as hats, flip flops, etc. as long as the items are proper for the event and conform to the overall standards of neat, clean, modest, and in good repair. SalemKids after-school care students must remain in school dress code. Dress for events such as concerts, graduation, and other evening events will be announced prior to each event.

UPPER SCHOOL GIRLS' DRESS CODE	
Acceptable	Non-Acceptable
<ul style="list-style-type: none"> • Shirts, including t-shirts and tops that are no lower than three finger widths below the collar bone (not form-fitting, covering the waist and cleavage always) • Sleeveless clothing that meets modesty standards • Turtlenecks and sweaters • Hooded and non-hooded sweatshirt • Jeans and jean shorts (not streaked, washed-out or bleached) • Shorts that are within 4 inches of the knee and capris • Dresses and skirts that are within 4 inches of the top of the knee (including any slit) • Modest leggings with tunic top within 6 inches from knee • Shoes including flip-flops • Hair that is clean and neatly arranged • Earrings limited to no more than two per ear 	<ul style="list-style-type: none"> • Jeans that are frayed, torn, patched, or bleached • Clothing that is too tight, too short, too long, too revealing, or over-sized • Shirts that scoop, plunge, reveal cleavage, or do not cover the waist • Sundresses or clothing that leaves back or shoulders bare • Low-cut, form-fitting or see-through clothing • Tank tops, strapless or spaghetti strap clothing worn as the top garment • Clothing that resembles undergarments (including lingerie tops) • Fatigues or entire outfit of camouflage • Overalls • Sweatpants, wind suits • Exposed undergarments • Fishnet, patterned hose, tights, or leggings • T-shirts that resemble undershirts • Soccer or athletic shorts • PE shorts (outside of PE class), or Spandex • Barefooted at school or school events • Sunglasses, hats, caps, or bandanas • Piercings except for the ear (gauges are not allowed) • Fad (non-traditional) hairstyles; extreme, unnatural hair color (blonde must be blonde, not orange or yellow) • Tattoos permanent or temporary • Clothing that promotes alcohol, tobacco products, drugs,

	<p>immorality, music groups, musicians, inappropriate movies or TV shows and celebrities, or images that are obscene, crude, vulgar, ungodly or inappropriate images.</p> <p>This includes face mask.</p> <ul style="list-style-type: none"> • Anything that is counter Christian culture. If in doubt, don't wear. • "Gothic" or "grunge" clothing or paraphernalia (i.e., chains)
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- ☐ **Administration may deem specific items of clothing inappropriate even if they are not restricted.**
- ☐ **Administration may revise the dress code during the school year to address unforeseen dress code issues.**

Formal or Semi-formal Dress Requirements

On occasions that require formal or semi-formal attire (i.e., homecoming court representatives, the junior-senior banquet, school programs, and graduation), young ladies are expected to follow these guidelines:

- ☐ All dresses must meet the handbook requirement of being modest and loose fitting
- ☐ Appropriate bare shoulders (this means no halter tops, spaghetti straps, or strapless dresses)
- ☐ No bare back (below the armpit) or sides; back and sides must be modestly covered by material, not straps
- ☐ No tight fitting "mermaid-type" styles (modest loose-fitting mermaid-type styles may be approved)
- ☐ Modest neckline
- ☐ Shawls are optional; however, all dresses must meet the dress code without a shawl

Clothing for boys and girls for certain events must be approved by a faculty committee and worn as approved. If alterations are made the dress must be re-approved by the faculty committee.

LOWER SCHOOL BOYS' DRESS CODE	
Acceptable	Non-Acceptable
<ul style="list-style-type: none"> • Shirts/sweaters/sweatshirts with or without collars • Pants, jeans or shorts that fit properly and worn at the natural waist (slim/skinny pants/jeans must be loose-fitting) • Warm up pants • Jeans and jean shorts (not streaked, washed-out or bleached) • Shorts that are within 4 inches from the top of the knee (including athletic shorts) • Shoes that enclose the foot • Appropriate jewelry limited to a watch, ring, bracelet or necklace • Hair clean and neatly combed, off the collar, above the eyebrows, and not below the bottom of the ear <p>Salem Fridays Students are encouraged to wear SBCS clothing each Friday.</p>	<ul style="list-style-type: none"> • Clothing that is too tight, too short, too long, or over-sized • Fatigues or entire outfit of camouflage • Jeans that are frayed, torn, patched, or bleached • Exposed undergarments • White undershirt-type t-shirts, see-through shirts • Spandex • Flip-flops, sandals, clogs, backless shoes • Barefooted at school or school events • Sunglasses, hats, caps, scarves or bandanas in class • Chains, earrings, or piercings (gauges not allowed) • Fad (non-traditional) hairstyles; extreme, unnatural hair color (blonde must be blonde, not orange or yellow); ponytails • Clothing that promotes alcohol, tobacco products, drugs, immorality, music groups, musicians, inappropriate movies or TV shows and celebrities, or images that are obscene, crude, vulgar, ungodly or inappropriate images This includes face mask • Anything that is counter Christian culture. If in doubt, don't wear • "Gothic" or "grunge" clothing or paraphernalia (i.e., chains) • Tattoos permanent or temporary; fingernail polish
LOWER SCHOOL GIRLS' DRESS CODE	
Acceptable	Non-Acceptable
<ul style="list-style-type: none"> • Shirts that cover waist, shoulders and back with no skin showing between top and bottom garments. • Shirts and tops that fit properly (not form-fitting) 	<ul style="list-style-type: none"> • Clothing that is too tight, too short, too long, or over-sized • Fatigues or entire outfit of camouflage • Jeans that are frayed, torn, patched, or bleached

<ul style="list-style-type: none"> • Sleeveless clothing that meets modesty standards • Turtlenecks, sweaters, and sweatshirts • Hooded zippered apparel • Pants, jeans or shorts that fit properly, worn at the natural waist • Warm up pants • Modest leggings with tunic top within 6 inches from knee • Jeans and jean shorts (not streaked, washed-out or bleached) • Shorts that are within 4 inches of the knee and capris (including athletic shorts) • Dresses and skirts that are within 4 inches of the top of the knee (including any slit) • Shoes that enclose the foot • Hair that is clean and neatly arranged • Earrings limited to no more than two per ear <p>Salem Fridays Students are encouraged to wear SBCS clothing each Friday.</p>	<ul style="list-style-type: none"> • Shirts that do not cover the waist • Clothing that leaves back or shoulders bare • Low-cut, form-fitting or see-through clothing • Tank tops, strapless or spaghetti strap clothing worn as the top garment • Clothing that resembles undergarments (including lingerie tops) • Exposed undergarments • Plain white undershirt-type t-shirts • Spandex • Flip-flops, sandals, clogs, backless shoes • Barefooted at school or school events • Piercings except for the ear (gauges not allowed) • Sunglasses, hats, caps, scarves or bandanas in class • Fad (non-traditional) hairstyles; extreme, unnatural hair color (blonde must be blonde, not orange or yellow) • Clothing that promotes alcohol, tobacco products, drugs, immorality, music groups, musicians, inappropriate movies or TV shows and celebrities, or images that are obscene, crude, vulgar, ungodly or inappropriate images This includes face mask • Anything that is counter Christian culture. If in doubt, don't wear • "Gothic" or "grunge" clothing or paraphernalia (i.e., chains) • Tattoos permanent or temporary
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- ☐ **Administration may deem specific items of clothing inappropriate even if they are not restricted.**
- ☐ **Administration may revise the dress code during the school year to address unforeseen dress code issues.**

7. Financial Aid

- SBCS offers multiple ways to help families pay for tuition.
- Families with 4 or more students enrolled in grades K4 – 12th pay tuition only for the first 3 students. Families who qualify for this discount pay fees and lunch cost for all students, but only pay tuition for 3 students.
- SBCS offers financial aid to families who demonstrate a financial need. Families who qualify can receive up to 50% of their total annual tuition. To qualify, students must meet all admissions requirements and have a financial need as determined by an independent third party.
- The Leadership Scholarship is a full scholarship for tuition and fees. The head of school has sole responsibility for choosing the recipients of this award. There are a limited number of leadership scholarships that are given each year. Most are given to students in a special circumstance such as a death in the family, job loss or other circumstance that shows a great financial need. Sometimes these scholarships are given to students whose families are in full-time Christian work.

8. Harassment and Abuse Policy

- SBCS personnel will not tolerate any form of harassment. Harassment is defined as persistent verbal or physical torment utilizing habitually cruel or overbearing comments designed to make fun of or spread rumors about fellow students. This may include bullying, mocking, belittling, or encouraging exclusion and teasing that causes emotional stress. It includes sexual or racial harassment. Such actions will be the basis for disciplinary actions up to and including expulsion.

- Students who feel they are victims of such actions should notify a teacher or principal. Students will not suffer any retaliation for filing a complaint. Complaints will be investigated promptly.
- The responsibility of providing a safe environment is also taken seriously. We will immediately investigate any threat, which we are made aware of, determine its credibility and take appropriate action. A threat will be considered credible when there is reasonable belief, determined at the sole discretion of the school administration that the threat was or might be genuine. School personnel will contact the parents and may contact local authorities. Threats that are not credible, including cases in which the student was “just kidding” will warrant contact with the parents and may include disciplinary actions including suspension.
- Child Abuse Reporting
 In some cases, a student complaint or school employee’s observation may also require a report under the *Child Abuse Reporting Act*. Depending on the nature of the complaint, the law may require a Child Abuse report to be made before the school has completed its investigation. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds that require reporting. After the report is made, the school proceeds, being careful to cooperate with the agencies and families concerned being sure not to interfere with any investigation by government authorities. If the nature or seriousness of the allegations suggest, a principal may be advised to consult the school’s attorney before proceeding.

IV. EMPLOYEE POLICIES

A. *Expectations*

School administrators have these expectations of all employees:

1. **DO** be sure you understand the policies related to your children's tuition and fees.
2. **DO** understand the Flex Dollar benefit; complete and return any requested forms promptly.
3. **DO** follow all the guidelines for use of personal time; sign in and sign out during the day.
4. **DO** be on time for morning devotions.
5. **DO** maintain a Christian testimony before students and parents and among your peers.
6. **DO** attend your local church regularly.
7. **DO** understand that there are repercussions to you if you resign mid-year.
8. **DO** conform to the dress code for employees.
9. **DO** follow the grievance procedure should you ever become dissatisfied.
10. **DO** be faithful to perform your assigned tasks as students arrive and are dismissed each day.
11. **DO** follow our operational practices for student supervision and moving within the facility.
12. **DO** take responsibility for the appearance of our facility. Teach students to respect what God has given us.
13. **DO** make communications with all parents a priority. You will pay the emotional price if you fail to do this. Build relationships!
14. **DO** attend all required events and miss them only for sickness or emergency.
15. **DO** contact the appropriate personnel as soon as possible whenever you need to use personal time for sickness/emergency so that a substitute may be arranged.

B. *Limitations*

School administrators have placed these limitations on all employees:

1. Do **NOT** ask for an expense reimbursement if you have not previously requested a purchase order number from administration.
2. Do **NOT** order resources or materials for the school without first getting a purchase order number from administration.
3. Do **NOT** discuss your personal politics in an instructional setting; you could jeopardize the school's tax-exempt status.
4. Do **NOT** let your *preferences* as a parent interfere with your professional responsibilities.
5. Do **NOT** discuss your grievances with anyone except administrative personnel.
6. Do **NOT** let students use classroom phones.
7. Do **NOT** take/send students off campus without permission from a principal and a parent. Tell office staff before you leave.
8. Do **NOT** let your teaching certificate expire.

C. **Details and Procedures**

1. **Salary and Benefits**

a) Student Tuition and Fees

- Employees may pay the lowest **annual** tuition rate on a **monthly** basis *as long as tuition is payroll-deducted*.
- The Scholarship Funds program was designed by the school board to award employees the tuition management company's recommended amount as much as possible. It is an employee's responsibility to file an application with the current tuition management company in a timely basis to ensure the receipt of this benefit.

b) FICA Contribution

- SBCS will pay the employer's contribution of social security (FICA) and also deduct the employee's contribution.

c) Flex Dollars

- Flex Dollars enable SBCS to provide benefits to full-time (30+ hours/week) employees. Employees specifically excluded are childcare staff and any part-time employee (less than 75%) whether teacher, or office staff, or administrator.
- Flex Dollars may be used for group medical insurance premiums or medical or child/dependent care reimbursements. SBCS pays a portion of the health insurance premium for employees enrolled in the school's plan. An employee who does not enroll in the school's insurance plan will receive \$1,000 per year in Flex Dollars with proof of other acceptable insurance. The \$1,000 may be used for dependent care or medical/dental/vision reimbursement.
- An employee who signs a contract but does not return in August will be held responsible to repay the school for any insurance premiums paid on their behalf.
- The "plan year" for Flex Dollars begins annually on the designated plan year start and ends 12 months later. Returning employees' Flex Dollar contributions continue during the summer **if the employee signs and returns a contract by the due date and then fulfills the contract**. Flex Dollar contributions stop in the month of an employee's resignation or termination. New employees' Flex Dollar contributions begin in the first month of their contracts (not their formal offers).
- Employees may have additional amounts (above available Flex Dollars) needed for insurance premiums, medical/dental reimbursement, or dependent care reimbursement withheld pre-tax. Caution: An employee who elects to do this will lose any money set aside pre-tax if he/she does not have the reimbursable expenses expected.
- Employees have up to 90 days after the end of the plan year to submit claims for reimbursement. School leaders request that employees submit reimbursable expenses periodically through the year rather than in one lump sum in May or June.
- Flex Dollars may never be paid to employees as salary.

d) Holidays

- Childcare or hourly employees are not paid when school and/or SalemKids are closed for holidays.

- The following are paid holidays for Full-time Employees:

- Labor
- Thanksgiving
- Christmas Eve & Christmas
- New Year's
- MLK
- President's
- Good Friday / Easter
- Memorial
- Independence

*If a holiday falls on a Saturday we take Friday, if the holiday falls on a Sunday we take Monday.
Holidays are subject to change due to inclement weather.*

Additional Paid Days Off

- Thanksgiving Break (2 days - day before and day after)
- Christmas Break (potentially 7 days)
- Easter Break (4 days if it falls around Easter time or 5 days)

e) Insurance

- SBCS pays the premium for short- and long-term disability for full-time employees (no childcare or hourly employees are eligible). SBCS also pays the premium for a term life insurance policy for the same employees (equal to annual contract salary, but not less than \$15,000).
- SBCS also offers group medical insurance. Employees may enroll themselves, their spouse and children or opt out to be enrolled in another insurance plan.
- Employees who leave the school may continue their group medical coverage under COBRA.

f) Maternity/Adoption/Serious Health Leave

Family and Medical Leave Act Overview

Covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

Maternity/Adoption

- Paid maternity/adoption leave may be used only during a contract period.
- Paid maternity/adoption leave may not exceed six weeks (the maximum accrued personal time). Beyond personal time used employees must apply for short-term disability insurance coverage.
- Child born/adopted before contract start date may have maternity/adoption leave equal to the 12 weeks from the birth of the child.
- Employees may request unpaid maternity/adoption leave up to 12 weeks.
- An employee who uses maternity/adoption leave during a contract period and then does not return to their position must repay the school the amount of the maternity/adoption leave pay. It may be deducted from the final salary payment.

- Teachers on maternity/adoption leave must agree with their principal about their return date.

g) Pay periods

- SBCS pays employees on the 15th and last day of the month.
- While most benefits are paid and deducted from paychecks June 1st-May 31st, some benefits are paid and deducted August 1st-May 31st.

h) Personal Time

- Definition: SBCS provides full-time employees (at least 30 hours per week) with personal time to use for sickness or emergency. (On an individual basis, the Head of School may approve prorated personal time for part-time employees. If approved, that personal time is provided relevant to the teacher's normal weekly work schedule.)
- Aside from paid holidays and school breaks, personal time is the only paid time off benefit the school has for school-year employees. There are no sick days or vacation days for school-year employees.
- Use: An employee unable to be at school during scheduled school hours or at required attendance events or due to sickness or emergency must use personal time. Employees required to attend teacher meetings, Parent Symposiums, professional days or major school events (like Open House, Fall Festival, graduation, etc.) will be charged personal time regardless of the reason for the absence. Employees frequently tardy to school, including morning devotions, or scheduled meetings will be charged personal time.
 - If an employee can tend to personal business during the school day within **one hour** and does not require a substitute or another employee to handle his/her responsibilities, use of personal time is not required. Specifically excluded from this exception are leaving early to attend an athletic event or leaving early or arriving late because of a scheduled free or planning period. Employees are limited to **ONE HOUR PER WEEK**. If more time is required, personal time must be used.
 - Use of personal time is not required when an employee is required to serve on **jury duty**, although an employee may be required to pay SBCS the stipend received for jury duty service.
 - Use of personal time is not required to serve on an ACSI accreditation team.
 - Any full-time employee who does not work at school on an **optional teacher workday** will be charged personal time.
 -
- Amount: New personal time is assigned annually as personal days ("hours" or "class periods" for part-time teachers). Employees joining the school faculty/staff mid-year will receive a prorated amount of personal time.
- Accumulation: Full-time employees may accumulate up to 30 8-hour days of personal time. Part-time employees who work 20 hours or more may accumulate up to 15 8-hour days of personal time. Personal time does not accumulate for employees who work less than 20 hours per week.
- In the event an employee has accumulated more than 30 full-time days or 15 part-time days of personal time at the end of a school year or contract period, he/she will receive the daily substitute rate for each full day of personal time over

the allowable accrued amount of days. The payout will only be granted at the completion of a contract period and will be included in the employee's last payroll deposit. When a pay-out like this occurs, the employee's number of personal days carried over to the next school year is reset to 30 days or 15 half days. Employees who resign at the end of a contract period and have accrued personal days will receive a payout at the current daily substitute rate for each full day of personal time accrued. Employees who fail to complete the contract period will forfeit all accrued personal time and will not receive any money for those accrued days.

- **Non-emergency Use:** Employees are encouraged to limit the use of personal time for anything other than sickness or emergency to no more than two days per year. Principals must pre-approve the use of non-emergency personal time. The Head of School is the only school employee who can approve the use of personal days for time off in any week that includes, precedes or follows a holiday or school break, including parent conference days. Employees must seek approval for non-emergency time off prior to planning the days off and should not assume the request will be granted. There are some days that are "black-out" for personal time use.
- **Overuse:** The pay deposits of an employee who uses more personal time than he/she has available or accumulated will be reduced by multiplying the overuse by the daily substitute rate. Once an employee has used all available personal time, he or she must request permission to be absent from the Head of School. Excessive overuse or misuse of personal time may result in an employee's termination. (See Resignation for additional information on overuse of personal time.)
- **Use for illness and/or death of an immediate family member:** SBCS will take into consideration the personal day needs of an employee in the event of a catastrophic illness and/or death of an immediate family member (i.e., spouse, child, parent.) Arrangements for additional personal days will be determined on an individual basis.
- **Only the Head of School may approve the use of "comp" time for year-round employees and teacher's use during professional days. No comp time is available when an employee has accrued over 30 personal days.**

i) Retirement Plan

- Contracted employees who work more than 20 hours per week are eligible to participate in the school's retirement plan. Each employee may establish an account with the school's plan and make pre-tax or post-tax contributions to them. SBCS will match employee contributions according to a graduated scale based on length of continuous service:

Ten month employees who work at least 20 hours per week are eligible for matching contributions according to the following schedule

<u>Years of Continuous Service</u>	<u>Matching Percentage</u>
In first year	up to 3 % of annual salary
In second year	up to 4% of annual salary
In third year	up to 5% of annual salary

Twelve month contracted employees who work at least 20 hours per week are eligible for matching contributions according to the following schedule

In first through third years	same as above
In fourth year	up to 7% annual salary
In fifth and following years	up to 10% annual salary

- Employees may make additional contributions to their account whether or not the school matches them. When an employee is eligible for matching contributions, SBCS will make contributions equal to the employee's contribution (which may be higher or lower than the school's matching percentage), but not exceeding the maximum percentage allowed by the scale above. Employees must complete a payroll change form if an increase in contribution is desired.
- The accounts are set up in each employee's name and are not owned or managed by SBCS in any way and employees will need to contact the retirement plan representative directly to manage them or get information about them. There is no vesting schedule for school matching contributions; once they are deposited into an employee's account, the amounts belong to the employee.
- Participation in this program is voluntary. Employees who want to participate must begin to make contributions in the first pay period of their contract period and they may stop making them whenever they choose. If an employee is eligible for matching contributions and elects to stop making his/her own contributions, SBCS will stop also. The employee may resume contributions again, but SBCS will not begin to make matching contributions again until the next fiscal year.
- **Retirement plan contributions will be made August to May each year.**

j) Salary Scale

- The school board approves the base pay amounts and then approves the pay increase percentage each year. The Head of School is accountable to the board to administer the base pay and increases as annual salaries are determined.
- Contract salaries may not be changed during a contract period except to correct an error or when additional responsibilities are added.
- The wages of hourly wage employees are set to conform to the minimum wage law and are based on 1) education required, 2) applicable experience, 3) responsibility and contact with students and families and 4) the length of annual employment period.

k) Salary Supplements

- All employees have an additional duty to perform. There are no salary supplements for these duties.
- Some employees may be contracted to perform a supplemental duty which has a corresponding supplemental pay.
- The coaching supplements are paid at the conclusion of each season.

l) Training/Travel Expense Reimbursement

- Whenever an employee participates in school-sponsored professional training, he/she may be eligible for reimbursement of some training and travel expenses.
- If the training is required, SBCS will pay these costs: registration fee, tuition, required texts and resources. SBCS will also pay for the employee's lodging, ground transportation and employee meals. Plane tickets may be paid by the school if the training site is more than six hours driving time away. The Head of School's decision on reimbursable costs is final.
- If the training/meeting is not required, the Head of School will decide on which costs (registration and tuition, materials, lodging, meals, transportation) are reimbursable.

m) Tuition/Training Reimbursement

- Teachers, teacher's aide, and administrative personnel who pursue specific training (other than NILD), advanced degrees or take college classes to upgrade their teaching certificates are eligible for funding or reimbursement of tuition, fees and texts/resources.
- To be eligible, an employee
 - Must not be a part-time employee
 - Must have strong professional evaluations completed by SBCS personnel
 - Must have one peer recommendation (required of faculty only)
 - Must complete an application to enter the tuition/training reimbursement program (not NILD training)
 - Must be approved by the Head of School
- Reimbursable costs include:
 - Tuition/fees paid for college/university credit classes or specialized training
 - Required texts and resources (does not include computers, peripherals, software, or Internet access costs)
 - Lodging, meal, and transportation costs are not reimbursable for advanced degrees but are for specific training required by administration.
- Employees must have their expected reimbursable costs pre-approved by the Head of School. After receiving approval, employees pay the fees and tuition and purchase materials. When the class is completed, employees turn in receipts for expenses and the grade report to the Head of School. When both have been received, reimbursable expenses will be paid at the next SBCS pay period.
- In some circumstances, the Head of School may approve the payment of expected expenses prior to the completion of the training. Employees who fail to produce receipts and grade reports will be required to repay SBCS the full advance amount.
- An employment commitment may be required depending on the amount of tuition/training/NILD training reimbursement paid, usually one year for every \$2000 (or increment thereof) as illustrated below:

<u>Amount Reimbursed to Date</u>	<u>Employment Commitment</u>
\$ 0 - \$2,000	1 year
\$ 2,001- \$4,000	2 year
\$4,001 - \$6,000	3 years
\$6,001 - \$8,000	4 years
\$8,001 - \$10,000	5 years
\$10,000+	5 years

- Employees may begin to "work off" their employment commitment once they are in the last semester of study. The employment commitment may not exceed five years after the advanced degree has been received or the certificate upgrade completed. If the employee leaves prior to completing the employment commitment, a prorated portion of reimbursable costs is due the school, deductible in the final salary payment. If an employee is not offered a contract before the employment commitment is fulfilled, the employee will owe the school half of the balanced owed.

n) Vacation Days

- Year-round employees who work more than 20 hours or more are eligible for vacation days. The amount of vacation days is dependent upon the employee's job responsibilities. Administrators must take the majority of their vacation days during the summer break and must coordinate with the other administrators to insure that there will always be an administrator on sight during summer office hours. **All other year-round employees must receive their administrator's approval to use vacation days.**

2. Personnel Policies

a) Christian Conciliation

- The employees and administration of the school are Christians and believe that the Bible commands them to make every effort to live in peace and resolve disputes with each other in private or within the church (I Cor. 6:1-8 and Matt. 18:15-20). Therefore, employees and administration are expected to agree that any claim or dispute arising shall be settled by biblically based arbitration in accordance with the Rules of Procedure for Christian Conciliation for the Association of Christian Conciliation Services. Employees and administration are expected to agree that these methods shall be the sole remedy for any controversy or claim and expressly waive their right to file a lawsuit against one another in any civil court for disputes, except to enforce a legally binding arbitration decision.

b) Code of Conduct

All school employees are expected to maintain a lifestyle that glorifies God and includes no sinful practices that would confuse impressionable students, interfere with their ongoing personal relationship with Jesus Christ, or bring reproach on Salem Baptist Church or SBCS. Specifically, employees must adhere to the following code of conduct.

- Attend a local Bible-believing church regularly (Heb. 10:25)
- Refrain from the use of alcoholic beverages and tobacco products (1 Cor. 6:19)
- Live a moral lifestyle that does not include adultery, fornication, homosexual activity, or pornography (Ex. 20:14, 1 Cor. 6:18, Lev. 18:22, Phil. 4:8)
- Live a separated lifestyle that exhibits a priority for avoiding worldly speech, dress, and activities that could bring shame to the individual and SBCS such as frequenting bars, clubs, questionably rated movies or events, off-campus/summer immodest dress or conduct (1 Peter 2:11)
- Live an ethical lifestyle that does not include illegal activities or products (Heb. 13:17)

Failure to abide by or disregard of any of the above-mentioned code of conduct will result in disciplinary action up to and including discharge from employment.

Conflict of Interest

- Avoid conflicts of interest, specifically, do not engage in paid professional services which undermine the programs of SBCS
- Disclose all potential conflicts of interest to the Head of School
- Disclose all employment activities outside of SBCS

Failure to abide by or disregard of any of the above-mentioned rules of conduct will result in disciplinary action up to and including discharge from employment.

c) Differentiated Supervision

- Differentiated Supervision is a leveled employee evaluation program.
- Each teacher will be placed into the Differentiated Supervision plan according to experience, education, certification, etc.
- Unsatisfactory evaluations could lead to probationary status and/or a formal letter of reprimand and eventually job termination.

d) Employee Classification

- Full-time employees are 10-month employees (teachers, aides and some administrative assistants).
- The Discovery Learning Coordinator, Admissions Director and Athletic Director (if other than a principal) are 11-month employees.
- Year-round administrators and some administrative assistants are considered 12-month employees.
- Hourly employees work according to the schedule assigned by the supervisor.

e) Experience Determination

- The number of years of applicable experience is determined by administrators.
- Teaching experience prior to receiving a bachelor's degree is not acceptable.
- Preschool teaching experience may or may not be acceptable in determining salary for a lower or upper school position.
- Substitute or student teaching experience is not acceptable.
- Half-years of experience are rounded up.
- Related work experience that helps an employee perform his/her duties or that is beneficial to the school is acceptable, though administrators will determine the total number of allowable years.
- Employees' position in the salary scale is determined by the total number of years of experience.

f) Grievance

- An employee with a grievance about a practice, procedure, policy or administrative decision should first discuss the matter with his or her principal or immediate supervisor. The Head of School should be contacted if no resolution can be reached.
- The employee should not discuss the matter with other school employees, parents or students. Specifically, the employee should NOT contact, in any way, the senior pastor or pastoral staff of the church, church officers or individual members of the school board.
- He or she may send his or her grievance in writing to the current chairman of the school board only. (Copies should NOT be sent to each member of the school board.)
- The school board chairman will decide on the response to each grievance letter after discussions with the Head of School and school board officers. The chairman will decide what information and how information will be given to the full board according to the ***School Board Policy Manual***.

g) Illness or injury at school

- Employees with a temperature of 100 degrees or above must go home. Employees who have been ill may not return to school until 24-hours have passed without a

fever or vomiting. We request employees abide by the Health Department guidelines for communicable diseases and the return to school.

- Any employee who is injured at school must immediately inform an administrator and complete an injury report.
- For non-emergency procedures employees must have prior approval from an administrator to use personal days or school accident/disability insurance benefits.
- **If an injury occurs on school property, an employee must submit an injury report on the correct workman's compensation form in order to be eligible for a claim.**

h) Resignation

- All employees are hired with the expectation that they will complete a full school year. If an employee must resign, he or she should give his/her immediate supervisor a minimum one-month notice.
- An employee who resigns prior to the completion of the contract period accepts these resignation penalties:
 - repayment of personal days or vacation used beyond the prorated number of allowable days, calculated at the number of days personal days or vacation multiplied by the employee's daily pay rate
 - Loss of a payout for accrued personal days
 - Forfeiture of further Flex Dollars.
 - Reimburse the school for insurance premiums paid
- Any 12-month employee who indicates his/her intention not to return in the subsequent school year should agree, with the Head of School (or school board), upon the last day of employment and when his/her salary stops.

i) Termination

- SBCS has the right to terminate an employee under the following grounds for dismissal:
 - misconduct such as abuse of a student, any conduct discrediting the school
 - incompetence evidenced by inability to perform duties or position as required
 - insubordination evidenced by lack of cooperation, murmuring among faculty, students, or parents
 - willful neglect of duty; such as absence or tardiness without notification, or failure to complete duties of the position
 - doctrinal statement disagreement; teaching doctrinal error or contrary to school doctrinal statement
 - failure to meet the terms of the contract
 - immorality; evidenced by heterosexual activity outside marriage, an unwed pregnancy, homosexual activity; drug or alcohol abuse, possession and/or use of pornography, profane language
 - participation in illegal activities **(see j) of this section for details)**
- An employee terminated for any of the above reasons will forfeit accrued benefits and will not receive any severance unless the Head of School determines otherwise.
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j) Termination/Administrative Leave due to the accusation of criminal behavior

The Head of School and School Board of SBCS recognize that only a court of law can determine guilt or innocence unless an offender admits to the crime or the claimant

drops the claim or admits the allegations are untrue. Otherwise the Head of School and School Board will follow this predetermined protocol by contacting appropriate authorities and providing as much in-house investigation as deemed necessary.

1. The employee will immediately be placed on leave with pay until the criminal allegations are proven to be true by a court of law or admission by the employee, or the Board deems it necessary to terminate pay.
2. The proper authorities, including the police department or Department of Child Protective Services will be immediately contacted in cases of child abuse or where there is perceived danger of harm to children or staff.
3. Once the alleged accusation is made known, the Head of School will not only communicate such to the pastor and the chairman of the board but will also begin an in-house investigation whereby witness statements are taken, family of the victim is contacted and informed, and the alleged offending employee's statement recorded. It is at this time that the Head of School, pastor, and board chairman will agree on the next action steps, which may include the full school board/deacon board involvement.
4. If the School Board determines that the alleged criminal behavior is deemed, with substantial confidence, not to be from a credible source, the Board reserves the right to end any further investigation.
5. The School Board chairman will determine who will communicate with stakeholders and the media.
6. Once the accusations are proven to be true or false, the executive members of the Board (officers) or full Board will meet to determine the correct course of action regarding consequences, restitution, continued employment, salary, and benefits.
7. Termination of an employee is the sole discretion of the Board and the reasons for the termination should be made solely at the discretion of the Board.

3. Professional Responsibilities

a) ACSI Convention Attendance/Workshops and Faculty Retreats

- Whenever all or part of the staff attends an ACSI convention or schedules a faculty retreat, all of the appropriate support, instructional staff, and administrators are required to attend.
- Personal days may be used to miss conventions or retreats only for sickness or emergency and only with the Head of School's approval.
- Certified staff may attend the ACSI convention or another of their choice in order to earn a professional CEU each year that the school does not sponsor a faculty retreat or in-house CEU workshop.
- The school will pay the registration fee for each faculty member.
- Reimbursement for personal transportation expenses may be reimbursed if the Head of School approves it prior to incurring the expense.

b) Attendance at School Events

- All **part-time** and full-time teachers and administrators must attend all Parent School Fellowship meetings, Open Houses, Fall Festival, any school programs involving their students and all school-wide special events.
- All teachers and staff must attend the high school graduation.

- Administrative assistants are required to attend the Fall Festival and the upper school graduation. The lower school secretary should also attend the Kindergarten graduation.
- Labor laws classify employees as exempt or non-exempt from overtime pay. Teachers and administrators are exempt. Most other employees are non-exempt and may be eligible to miss evening activities that increase the work week hours beyond their contracted amounts or to be paid overtime.

c) Cell Phones

- Employees should be very careful about using cell phones in front of students during the day.

d) Church Attendance

- Employees must be a part of a local, Bible-believing church that is not in conflict with our doctrinal statement. Due to ACSI accreditation standards, an employee may not be a member of a World Council of Churches church.
- Because regular meeting with other Christians is vital to a growing relationship with Jesus Christ and because it is commanded of us (Heb. 10:35), all school employees are required to attend their church regularly.

e) Classroom Appearance

- Storage areas and closets must also be well organized: **NOTHING SHOULD BE STORED ON THE FLOORS OF CLOSETS (EVEN IN THE SUMMER)**, items on shelves should be neatly arranged and present no danger of falling on anyone.
- Employees are responsible to keep classrooms clean beyond the routine maintenance task (trash removal, floor sweeping).
- Bulletin boards and attractive classroom decorations are encouraged to keep classrooms attractive and interesting. These should be changed frequently.
- Since classrooms are used by Sunday school classes and youth clubs, teachers must not dominate all wall or bulletin board space. Objects should not hang from light fixtures and those hanging from the ceiling must be removed in anticipation of classroom use by other church educational ministries.
- Anything displayed on a door or in a hallway, but not on a bulletin board, must be either laminated or on a construction paper backing.
- Teachers must ensure that any student work, announcements, etc. attached to hallway walls are securely attached.

f) Contact with Students and Parents Outside of Class

- Employees must be careful to maintain appropriate relationships with students and parents. Communication and contact outside of class must be beyond reproach. Consideration should be given to the appropriate use of email, instant messaging, text messaging, and social gatherings. Building relationships in a proper way is encouraged but employees should take every precaution to not be found in compromising circumstances.

g) Devotions

- All office, teaching, and administrative employees are expected at morning devotions if they have a morning schedule. Hourly employees are welcome but not required.

- Morning devotions begin at 7:30 each morning (except Monday).
- Morning devotions include prayer and announcements and last no longer than ten minutes. Devotions should end in time for teachers to be in their classrooms or assigned locations by 7:40.

h) Dress and Appearance Standards

- Male employees: The dress code for upper school boys is your dress code with these exceptions. When you will interact with students or parents or represent SBCS:
 - No t-shirts or sweatshirts (except SBCS shirts on Salem Fridays)
 - No shorts (except PE teacher in PE or health class; even then these should be coaches' shorts)
 - No jeans (except with school theme shirts or when better-quality pants would possibly be damaged by the day's activities)
 - You may have a beard or mustache, but it must be neatly groomed. Stubble is not acceptable.
- Female employees: The dress code for upper school girls is your dress code with these exceptions. When you will interact with students or parents or represent SBCS:
 - No t-shirts or sweatshirts (except SBCS shirts on Salem Fridays)
 - No shorts (except PE teacher in PE or health class; even then these should be coaches' shorts)
 - No jeans (except with school theme shirts or when better quality slacks would possibly be damaged by the day's activities)
 - Nicer casual to dress capris may be worn**
- All employees
 - Tattoos and exotic body piercing are not allowed. Individuals with tattoos received before employment at SBCS must keep them covered while at school or handling school associated duties. Jewelry for body-piercings may not be worn when you are interacting with students and parents, except in the ear for female employees.
- If specific clothing is required for the childcare or custodial staff, it should be worn. These employees should consult their supervisors.

i) Early Dismissal Day Attendance

- On early dismissal days that precede most school breaks or holidays most employees may leave as soon as students have left the campus or are in childcare. This is usually about 30 minutes after upper school students are dismissed from class.
- On all other early dismissal days, employees are expected to remain until at least 3:00 PM. If assigned tasks are not complete, employees should expect to stay until they are complete.
- **Part-time employees who work 20 or more hours per week** should work the entire early dismissal day regardless of his or her normal work schedule.
- **Part-time employees who work less than 20 hours per week** should coordinate with their principals regarding early dismissal day work hours.

j) Employee Children

- An employee's responsibility for his/her own children should not interfere with or interrupt the performance of professional duties except for emergencies.

- Employees should be careful not to allow their own children to have special privileges not allowed to other classmates. Please teach your children to ask permission of their teacher before exiting a line, leaving the lunch table, etc. Be careful not to impose upon the time or authority of your children's teachers.
- Specifically, employee children should not
 - be present in classrooms while class is conducted, on parent lead field trips unless the children are members of the attending class, teacher meetings, devotions, socials,
 - be present while employees are having conferences with students or parents,
 - be present on professional days unless they are under the direct supervision of the parent or designated faculty member.
- If childcare is open on a professional day, employees' children may be in childcare at no charge. (Employees must pay for student lunches and activities.)
- Before or after school childcare is available when fulfilling school duties.

k) Parent Communication

- Teachers must keep THE ONLINE GRADING PROGRAMS current.
- School employees must initiate communication, respond promptly to parent contacts, and consistently document their interactions with parents.
- Teachers must ensure that communication efforts are received by parents, i.e. email, voice mail, notes home, and THE ONLINE GRADING PROGRAMS. Specifically, if grades are low, zeros have been recorded, homework has not been turned in, and poor behavior is an issue, teachers **MUST** make a phone contact or arrange for a conference.
- Teachers should communicate honestly and openly but tactfully ... "speaking the truth in love." (Eph. 4:15)
- Communication should create a positive impression. Be sure to give positive information about students along with the concerns. Have a colleague check for spelling and grammatical errors before the distribution of written communication.

l) Professional Days

- Employees are to use professional days as intended and must be present from 9:00 to 3:00 unless otherwise instructed.
- **All employees** are expected on the professional days at the beginning and end of the school year (some hourly employees may be exempt.) Professional day work hours for part-time staff will be determined based on the number of contract hours and the scheduled professional day events.
- Preschool aides may be required to assist with childcare on professional days if the regular workers' schedule does not allow them to be present until the afternoon.
- Preschool aides should follow the directions of their supervising teachers during professional days.
- Personal days may be used on professional days only for emergencies or sickness.

m) Teacher Meetings

- Attendance at teachers' meetings is required for all full-time faculty members. (See Teacher Meeting Schedule.) Meetings are usually on Wednesday afternoons and will begin by 3:30 and usually end by 5:00.

- Part-time faculty should make every effort to attend faculty meetings and are required if he or she works during the afternoon leading up to the faculty meeting. Preschool aides and secretaries do not attend unless invited.
- Attendance at specially called teachers' meetings is also required. Teachers will be excused only for emergencies.
- Teachers should not make appointments for Wednesday afternoons even if no meeting is scheduled.

n) Teaching Certificates

- All faculty members must have a valid ACSI certificate, regardless of the subject/grade taught.
- Teachers hired without ACSI certificates must apply for them immediately.
- Each faculty member is to maintain his/her ACSI teacher certificate by accumulating the required CEU's within the timeframe prescribed by ACSI.
- It is each teacher's responsibility to mail renewal applications to ACSI in time for the certificate to be received when required.
- Teachers with temporary ACSI certificates must make progress annually toward completing the prescribed CEU's or college credit classes required by ACSI to earn a standard or professional certificate.

4. Operational Procedures

a) Additional Duties

- Each employee has at least one additional duty to perform during the school year. Principals will assign the duties at the beginning of each school year.
- Failure to faithfully perform assigned additional duties will result in disciplinary action.

b) Blood-borne Pathogens and Cleaning Guidelines

- Pathogenic microorganisms that are present in human blood can cause disease in humans. These pathogens include, but are not limited to: Hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Many people carry these infections without any symptoms.
- Anytime a school employee anticipates hand contact with blood, or potentially infectious materials, mucous membranes or non-intact skin, he/she must wear gloves.
- Teachers will be given a kit containing two plastic trash bags and a pair of gloves. Anytime they assist a student who has vomited, has a bloody nose, had a bathroom accident or has a blood-exposing injury, they must put on gloves prior to rendering assistance.
- Any clean-up of contaminated surfaces should be done with disposable towels double-bagged.
- Employees should wash their hands after removing gloves. Proper hand washing is the most effective way to stop the spread of disease.
- Teachers taking a class on field trips are encouraged to pick up the first aid kit in the nurse's station and take their glove and bag kit with them.

Housekeeping

- Contaminated surfaces should be cleaned with an appropriate disinfectant immediately after any spill of blood or other potentially infectious materials.
- Items used for cleaning must be disposable (e.g. paper toweling) and other cleaning items must be disinfected with appropriate disinfectant.
- The “appropriate disinfectant” means a bleach (hydrochlorite) 1:10 solution (one part bleach to ten parts water) or a 2% aqueous solution of phenolic germicidal disinfectant spray. The phenolic solution must remain on the surface to be disinfected for ten minutes or until the surface air dries.

General Guidelines for Cleaning Body Fluids

- Keep barrier between you and body fluids via gloves.
- Sprays bleach solution on body fluids.
- Place paper towels on spill, wipe.
- Place paper towels in plastic garbage bags.
- Spray area once again, wipe with paper towel; place in garbage bag.
- Peel gloves down, place in plastic garbage bag and tie.
- Place bag in container in designated area.
- Wash hands with a liquid soap.
- Apply cream or lotion.
- In case of vomit or incontinence material, first sprinkle with Vo-Ban, let dry, then proceed with guidelines.

Disinfection of Non-disposable Supplies (custodial responsibility)

- After use, items such as mops, brooms, dustpans and buckets should be soaked in disinfectant (bleach solution), then rinsed thoroughly or sprayed with phenolic disinfectant spray. Items need to be exposed to phenolic solution or spray for ten minutes or allowed to air dry.
- The used disinfectant solution should be disposed of down a drainpipe.
- Regularly inspect/decontaminate all reusable bins, pails, cans and similar receptacles which may become contaminated with blood or other infectious materials. If these articles become visibly contaminated, they should be decontaminated immediately.

Disinfection of Rugs (custodial responsibility)

- Apply Vo-Ban, then let dry.
- Sweep up with dustpan and broom.
- Spray with Lysol spray or phenolic germicidal disinfectant.
- Apply germicidal rug shampoo with brush, then vacuum.
- See guidelines for cleaning non-disposable supplies.

Disinfection of Hard Surfaces and Mats (custodial responsibility)

- Athletic mats, table tops for eating, countertops, floors and sink in the nurse’s station should be cleaned at the end of each day with the bleach solution while wearing gloves.
- If area is contaminated by body fluids, follow guidelines for cleaning body fluids before continuing with activity.

Disinfection of Toys and Stuffed Animals (teacher responsibility)

- Wipe off contaminated items with appropriate disinfectant.
- If washable, launder in soap and water using ½ cup bleach to wash cycle or ½ cup non-chlorine bleach if item is not colorfast. Laundry can also be sanitized using 1 cup Lysol per 17 gallons of water, agitating for 3

minutes, soaking for 10 minutes, then adding soap or detergent and washing in usual manner.

Custodial Cleaning of Restrooms, Locker Rooms and Water Fountains

While wearing utility gloves:

- Toilets (including inside and outside of bowl, seat and handle), sinks and faucets handles, towel dispenser handle, handles or locks on restroom stalls, and doors are to be cleaned with the appropriate disinfectant. Floors are to be cleaned with the appropriate disinfectant at the end of each day or before each school day begin.
- If during the day these are overtly contaminated with blood or other body fluids, they should be cleaned immediately according to guidelines.

c) Broadcast Announcements

- School employees (including office staff) should not call into classrooms during the school day, except in emergencies. Voice mail messages should be left instead.
- Student activities should not interfere with class instruction time. Meetings and activities (including pictures, interviews, etc.) should be scheduled after chapel, at breaks, at lunch or before and after school.
- Any communication to the entire school or to a significant portion of it must be approved by a principal prior to its distribution.
- Promotional posters or brochures for non-school or non-Salem Baptist Church events must be approved by an administrator.

d) Closed Campus

- From 7:40 AM to 3:10 PM, SBCS operates a “closed campus”. This means that students may not leave except with parents or administrative approval. It also means that there will be no visitors except the following who have checked in at the office and received a visitor pass: approved parent volunteers, parents with permission to visit classrooms (including playlot, gym, and other activity areas), prospective students and their parents, adult guests of faculty and staff.
- Specifically, parents may not visit classrooms or student activity areas without the permission of a teacher or administrator; friends of students, and former students may not come on campus to eat lunch with students. Graduates of SBCS must have a principal's permission to visit or to come to school to eat lunch.

e) End-of-Year Tasks

- Teachers are required to complete an end-of-year checkout list before leaving school for the summer vacation. Teachers may leave for the summer only when this form has been properly completed and signed off on by the designated principal or staff member. **Failure to comply may result in a delay of the next paycheck.**

f) Extra-curricular Activities

- No athletic practices/games, fine arts rehearsals, or student organization meetings/functions may be scheduled from 9:00 AM to 3:00 PM on any day when the school is closed for a professional day. It is irrelevant whether the coach/sponsor is a school employee.

g) Fall Festival

- High school student groups and clubs may run booths for the benefit of other students at the annual Fall Festival under the supervision of their sponsors and with the support of parents.
- Proceeds from some of the booths support the various clubs and groups' activities.
- Proceeds from concessions and other booths go into the school's general fund.

h) Fire and Other Disaster Drills

- Faculty should be familiar with their primary and secondary exit routes and reporting destinations.
- Faculty should instruct students to join the nearest class or office personnel if they are away from their class when an alarm sounds. Once in designated areas for fire or tornado drills, students may ask that faculty member for permission to join their class. During lock-down drills students must remain in the nearest room until the all clear has been given.
- Teachers must have their class rolls with them at all times to verify that all students are accounted for.
- Each drill should be conducted as if it were the real thing.

i) Hall Passes

- Students must have a hall pass whenever they are sent from the classroom unsupervised during the school day (office visit, going between classrooms, travel to another floor, or errands between buildings).
- Teachers should use the school-issued hall pass. If necessary, teachers may also give students a note of clarification which includes the student's name, the time, the destination, and the purpose for the visit. The faculty/staff member who receives the student should in turn sign and place a time of departure on the pass and return the student to their place of origin.

j) Handling Money

- Teachers/Coaches must have an administrator's permission to collect money from students.
- Collected money should be turned in to the office daily to be locked away.
- Either a receipt or a record list must be kept to avoid any misunderstandings. Receipt books are available from office personnel. Receipts **MUST** be written for all CASH.
- Office personnel, the athletic director, and anyone collecting for fundraisers **MUST** use receipt books and petty cash procedures.
- When charges should be posted to student accounts, employees should use the **Account Charge** form and submit it to the person in charge of student accounts.

k) Housekeeping, Room Setup and Work Requests

- Church maintenance personnel have responsibility for facility housekeeping and maintenance.
- Employees should report set-up or housekeeping problems to an administrator via the *Online Work Request* form.
- Employees should complete work requests for repairs, moving heavy furniture or equipment, installation of equipment, etc. All work requests must be approved by an administrator prior to delivery to the church maintenance director.

l) Laminating Materials

- Faculty and staff may request lamination of school-owned items without charge.
- Items for lamination should be identified and sent to the Upper school secretary.
- Laminating of teacher or staff-owned materials will be charged by the amount of laminating film used (in feet).
- Permission to use the laminator must be obtained from the Upper school secretary and every effort must be made to ensure that procedures are followed.
- The laminator should not be moved from its current location.

m) Library

- Each middle school and lower school class has a regularly scheduled visit to the school library. High school teachers may arrange library visits for their students with the librarian.
- Teachers should be aware of the library's operating procedures and help instruct their students before any visits to the library.

n) Lunch

- Lower school and middle school teachers should take their students to and from the cafeteria. High school teachers may release their students to go to the cafeteria, but must assume responsibility for student conduct in the hallways and ensure that all students arrived at the cafeteria in a timely fashion.
- All teachers are responsible to supervise their students in the cafeteria in order to maintain appropriate behavior and noise levels.
- A high school class will be assigned each month for clean-up duty in the cafeteria.
- Lower school and middle school teachers are responsible to have students wipe off tables and sweep under and around their tables before leaving the cafeteria.
- Teachers must require students to clean up the areas used at lunch before leaving the cafeteria. The cafeteria staff will make brooms and cleaning cloths available.
- Teachers are expected to assist cafeteria personnel in enforcement of cafeteria rules and procedures. Help prevent waste of food and supplies and abuse of equipment.
- Students in preschool through grade 8 MAY NOT purchase or bring soda-type drinks for lunch or snack.
- Students in K4-3rd grade are not allowed to use the microwaves without adult supervision.
- Procedures to protect students with food allergies must be followed meticulously.

o) Music

- Music played in class and at school events must not give offense.
- Employees are to use discretion and Christian discernment whenever music is a part of a school activity. When in doubt, employees should have music approved by an administrator.

p) Personal Politics and Opinionated Discussions

- School employees must be careful not to share their personal politics when they are functioning as an employee. As a non-profit and religious institution, we jeopardize our tax-exempt status by seeking to influence elective politics.
- Discussions of political, societal, denominational, or cultural issues from a biblical perspective are appropriate as long as the discussion does not cause offense.

q) Photocopying

- Teachers and staff are assigned ID codes that must be entered to use copiers. The access codes prevent unauthorized use.
- Teachers who exceed their allotted monthly number of copies may have their **ID invalidated until a new month begins**. Unused copy allowance may not be carried over to another month.
- Teachers should not expect office staff to make photocopies for them.

r) Playlot Rules

<i>Slides</i>		<i>Preschool Unit</i>	
•	Slide down the correct way	•	May only be used by K4 – 5 th grade students
•	Do not climb up the slide the wrong way		
•	Do not climb on top of slide coverings, poles or safety bars	<i>Ball Toss</i>	
		•	Do not hang on the ball toss
<i>Swings</i>		•	Do not run between players during a game
•	Do not run between or around the swings	<i>General Rules</i>	
•	Swing sitting down, not on your stomach	•	Keep the gates closed
•	Do not push an empty swing	•	No climbing on any fence
•	One person to a swing	•	Do not throw woodchips
•	Do not twist the swing chains or jump out of swings	•	Use sandbox and moveable toys as intended
<i>Climbing Equipment</i>		•	Clean up the play lot as you leave
•	Do not stand on top of a climber	•	Lock the gate at the end of the day
•	Do not stand or sit on top of the hand-over-hand apparatus		

s) Playlot and Gym Use

- It is imperative that students be supervised in these areas by a teaching employee of SBCS at all times. Approved parent volunteers may assist with supervision for short periods as long as another school employee is present.
- To maintain the quality of the gym floor, students must walk around the playing area using the area beyond the out-of-bounds lines. Only soft-soled shoes are allowed on the playing floor. No chairs or tables should be brought out onto the playing floor.
- Students who are unable to participate in active playlot or gym times due to sickness or injury should NOT be sent to the office for supervision. Teachers should work out other arrangements with nearby faculty or perhaps a school secretary for brief periods.

t) Purchasing and Reimbursement

- School employees may not purchase or agree to purchase anything for the school or its use without first getting a purchase order number from an administrator. There are no exceptions to this rule.
- School employees who purchase or agree to purchase without a purchase order number could be personally responsible for the cost. Expenses will not be reimbursed without a purchase order number.
- Money allotted for classroom set up at the beginning of the school year should be used for your classroom materials. It is encouraged that this money be spent during the first semester. Any allotted money not spent by May 31 will not be carried over to a new fiscal year.
- Students may not ask to be reimbursed for club or event related activities. Club sponsors and homeroom teachers must complete the appropriate forms and receive an administrator's approval for reimbursements to students.

u) Staff Parking

- School employees should park only in their assigned parking space.
- School employees should display their parking stickers in their vehicles while at school.

v) Student Arrival and Dismissal

- Preschool students (and their siblings) may be dropped off in the lower gym parking lot. Only these parents may enter or park in this parking lot before 8:15 AM. A school employee will be assigned to help students into the building and maintain traffic flow.
- All other students are dropped off in a coned-off area on Spring Street or the Broad Street parking lot. Teachers assigned here keep parents moving to the front of the coned-off area so that traffic does not back up on to Wachovia, Academy, or Broad Street. No parking is allowed on Spring Street during the drop-off time.
- Students should not enter the buildings until 7:40 AM, unless they have paid for extended care. (Students in extended care should go immediately to the gym.) Teachers should inform an administrator if students are violating this rule.
- Students should arrive to see their teachers in classroom doorways. Teachers greet students, talk with them and get them into class where they can still be monitored by teachers.
- If parents begin extended conversations with teachers as school is about to begin, teachers should ask for the parent to schedule an appointment to continue the conversation. Teachers should politely explain that they need to give their attention primarily to the students at this time of day. Parents must exit classrooms at 7:55.
- Teachers should establish a class/homeroom opening routine that may or may not involve student participation. Only TEACHERS may take the roll and check student dress code.
- It is important that every Upper school homeroom teacher be in his or her homerooms for the entire homeroom time. (Class preparation and student conferences should be conducted at another time.)

Departure of Students

- Parents pick up students after school through one of five lines of traffic in the upper gym parking lot. Teachers will ask for a parent ID and student name (until they can match parents with children) and call students from the gym to their waiting cars. **Parents should remain at their cars. Do not go to the gym entrance to pick up your student. Students must wait on the sidewalk until school personnel ensure**

that it is safe to walk between cars. Only families who live within walking distance may go into the gym to pick up their student.

- Parents may not wait for students on Spring Street or in the Broad Street parking lot in order to avoid the security check or car pick up process. Students who do not follow the prescribed rules for departure will be subject to discipline from an administrator.
- Student pick-up will start at 3pm. All students not picked up by the end of car pick-up (usually 3:25) will be taken to childcare to wait for their parents
- Parents with both Lower School and Upper School students should wait until Upper School pick-up begins to get students. Parents of students in K5 – 5th may sign students out before the normal dismissal time only for appointments or emergencies.
- K4 parents must enter at the K4 entrance and sign-out students from the classroom between 3:00-3:25.
- At 3:10, middle school specials teachers escort students to car pick-up and begin their assigned after-school duty. Upper school teachers should accompany students to the gym and remain there until pick-up is ended unless they have been assigned a different after-school duty.
- Students **may not** be picked up from the Broad Street parking lot or from Spring Street in order to bypass the security check and prescribed car pickup routines.
- Any students remaining after **3:25**, when car pick-up is over will be taken to childcare. Teachers should not extend car pick-up without a principal's permission.

w) Student Injury or Sickness

- Students who complain of not feeling well should go to the school office for evaluation.
- Whenever school personnel believe it is in the best interest of a student or his/her classmates that he/she goes home, parents **MUST** make arrangements to pick up him/her promptly or inform school personnel that the student may leave.
- Students with a fever of 100 or above must go home. Students who have been ill may not come to school until 24-hours have passed without a fever or vomiting.
- Parents should deliver medicine, in original packaging, to the lower school office and complete the medicine administration form.
- **School personnel may no longer dispense medicine on an as needed basis.** Any medicine dispensed at school must be signed in with dosage information, time of day for dispensing, and the date range for dispensing. **Only prescribed maintenance-type drugs, inhalers, and emergency allergic reaction injections may be stored at school without date range limitations.**
- Students may not be in possession of medicine (some exceptions may be made for certain situations) or share medicine with others.
- No medicine is available unless supplied by parents.
- For minor injuries, teachers may apply Band-Aids after the student has washed the cut with soap and water.

Injury Reports

- Injury reports **MUST** be completed for each accident involving injury to a student.
- Teachers and coaches are responsible to complete these reports, perhaps with the help of a secretary, and see that parents are fully informed.
- The original report should be filed in the student's administrative record.

Medical Records

- Current medical records required by the state of North Carolina are included in the cumulative folder of each student. A copy of a student physical examination is required.
- It is the responsibility of the secretaries to see that these records are complete.

x) Student Phone Use and **E-device policy**

- Generally student phone usage is not allowed, except for emergency.
- Emergencies do not include calling parents to bring books, supplies, notes or assignments or homework, PE uniforms or lunches. Emergencies would not include calling parents to tell them students are going home with other students or to ask permission to go home with other students.
- Emergencies would include informing parents of changes in after-school transportation due to school events or activities.
- Students may call home from the office if they are in violation of the dress code and must change clothes.
- STUDENTS MAY NOT USE CLASSROOM PHONES; they must use phones in the office areas with permission. Students should never be allowed to use the school voice mail from school phones. Only selected students may use the “all call” feature from an office phone (e.g. morning announcements).
- Lower School students are not allowed to have cell phones in class. Students who bring a device must turn it in to the office upon arrival.
- 6th-8th students are allowed to have E-devices on campus with restrictions (see the student handbook)
- 9th-12th students are allowed to have E-devices on campus with restrictions
- E-device misuse consequences: Students who violate this policy regarding E-devices are subject to appropriate disciplinary consequences.
 - First Offense: The device will be confiscated by the teacher and returned to the student by the principal at the end of the day and the student will receive 10 demerits.
 - Second Offense: The device will be confiscated by the teacher and returned to a parent by the principal and the student will receive 25 demerits. The student will lose the ability to bring an E-device for the rest of the school year.

y) Student Storage and Lockers

- Lower school teachers should assign a “cubbie” or shelf and hanger for each student.
- Middle and high school students are assigned lockers.
- Teachers must insist on neatness in student storage areas and lockers and conduct regular checks of cubbies and lockers. Students should not be allowed to be messy.
- Nothing may be stored on top of lockers or on the floor around them. Nothing may be written on or attached to the outsides of lockers (magnets are acceptable on the inside).

z) Student Supervision and Security

- Student supervision is a priority in our daily operation. It is acknowledged that there will always be short periods when teachers need to be out of a classroom, but these should be very infrequent and for very short periods of time.
- Teachers should plan trips to the office for mail or photocopies to coincide with planning periods.
- Students should only use the restrooms near their classrooms.
- Exterior doors may not be propped open or unlocked. Teachers should close and lock any exterior door they observe to be ajar or propped open.

- DO NOT open windows unless you have a principal's permission and then agree to be responsible for building security if you fail to close and lock them at the end of class.
- Be cautious when entering buildings on non-school days. SBCS advises employees to come into buildings at night and on weekends in pairs or groups.
- Whenever students are sent between buildings, they should be sent in pairs. To insure the safety of the students, personnel should call ahead to the other building so that someone is waiting for the students to arrive.
- Lower school students must always be accompanied by an adult.
- No K4 - 8th grade student should ever be sent to or from the field or playlot without an adult.

aa) Study Halls

- Teachers who conduct study halls are expected to follow these guidelines:
 - Students may not simply sit and talk, play games or sleep. Students should remain in their seats during study halls.
 - Students should use study halls to work on assignments, study for tests, read library books, etc.
 - Students should only leave study halls for emergencies.
 - Students may help with classroom tasks but they may NOT grade papers or tend to administrative details.
 - Maintain a quiet study hall.
 - No eating or drinking in study hall.
- Be ready to help the student who comes to study hall unprepared: have newspapers, magazines, short stories, and books to read.
- Supervise the students in your study hall. Limit the time you are away from these students and only in emergencies ask another teacher to cover for you.

bb) Supplies

- To request supplies, employees complete and submit a *Supply Request* form to the appropriate school secretary.
- Employees should request supplies from secretaries before removing supplies from storage areas.

cc) Teacher Desks and Storage

- Because our school shares the facility with the ministries of Salem Baptist Church, teachers are responsible to store confidential material (e.g. tests, report cards, grade books, etc.), school or personal property in a locking file cabinet or desk when they are not in their rooms, especially on Wednesday evenings, weekends, and holidays.
- The school cannot be responsible for personal items that may be stolen or damaged.

V. Emergency Preparedness

In the event of an emergency or catastrophe, SBCS faculty and staff have been trained in the procedures as described in the following pages for emergency or catastrophic situations. Each secretary and all office personnel will know the code to alert other employees to call 911. The question will be, “Has the vet called about my dog yet?” The response to indicate you understood to call 911 will be, “No, the vet has not called about your dog yet.”

The “universal” intercom warning to lock down the building and without alerting an intruder will be when you hear “will Michael Fox please come to the office immediately?” This message will be repeated. A simple announcement over the intercom that we are going into lock down mode may also be used.

A. School Procedures

1. **Emergency Situations** (Fire, Gas Leaks, Explosion, Toxic Fumes)

When a fire alarm has sounded in either building, the secretary in that building should call the other building and have that secretary pull the alarm in the building, and evacuate as soon as possible. When exiting the building, everyone will go directly to Sparks Field. This will be the “gathering and accounting” place. Faculty will lead students to the south (Academy Street) end of the fenced in area and line up according to grade with the youngest preschoolers at the west side of the fence (under the shade tree.)

2. **Faculty Responsible for Making Sure Buildings Are Cleared**

Each floor will have one teacher or staff person responsible to make sure all rooms, and restrooms are cleared. These teachers will need to tell their current class of students to go with another teacher while they are checking their floor. Once a floor is cleared, faculty will head to Sparks Field, stop and check in with Ms. Drake, then meet back up with their classes.

- Lower School Building Lower and Upper Levels: Lower school Secretary
- Tucker Building 3rd Floor: HS Science teacher, send students
- Tucker & Lawrence Building 2nd Floor: High School Secretary/Administrative Assistant
- Tucker & Lawrence Building 1st Floor Including Fine Arts Hall: MS Science teacher – send students with another middle school teacher
- Lawrence Building 3rd Floor: DL Director
- DL teachers should return all SBCS students (non-clinic students) back to their classroom teacher for accurate attendance accounting once they reach Sparks Field.

Teachers whose primary route is to exit to the front Broad Street parking lot, will turn left on Broad Street (*remaining on the sidewalk) then left onto Bank Street and finally, right onto Spring Street. *Let middle and high school students know in advance that if they step off the sidewalk into the road, there will be disciplinary consequences.

Teachers, whose primary route is to exit the door at the play lot, will need to cross Spring Street and turn right and follow the sidewalk to Sparks Field.

Teachers whose primary route is to exit through the doors across from the library or at the red double doors on the music/art hallway, will cross Spring Street, and follow the sidewalk to Sparks Field.

The primary exit for Lower School building rooms 100 through 102 is through the main entrance. Room 101 will exit the classroom's exterior door. Take the stairs to the left up to the Spring Street sidewalk. Follow the sidewalk to Sparks Field.

Rooms 104 and 105 in the Lower School building will exit the door at the end of the hall. Rooms 106, 107 and 108 will exit your classroom door. Turn right and go up the sidewalk by the end of the building and then through the upper gym parking lot to Sparks Field. Stay all the way to the left of the parking lot, near the grass as you make your way to Sparks Field.

This Applies To All Classes

- ALWAYS take your class roster with you wherever you go at any time during the day, so you can account for all your students. All homeroom teachers must have their emergency contact list for their homeroom with them during drills.
- Students are to leave the class in an orderly manner (NO talking, NO running)
- Remain on Sparks Field until Ms. Drake gives the "all clear" to return to class.
- Line up in grade order with the youngest (P2&3 or K4) class on the right closest to Spring Street.
- In the event of an actual fire, never lead students into a smoke-filled hallway or stairway, use your secondary route. Know your secondary route! Include this info in your substitute folder.

3. Natural Event (Tornado, Severe Thunderstorm, Hurricane, Earthquake, Snow or Ice)

a) Tornado or Hurricane Warning

In the event of a tornado or hurricane warning, our goal is to get everyone from the top floors to the lowest level in their building. The first "wave" to exit to the cafeteria will be the third floor, Tucker Building. Each classroom floor plan gives instructions with the order of exit. The second "wave" to exit to the cafeteria will be the second floor Tucker Building. The people on the first floor should exit the classroom to the hallway and sit down with their heads tucked between their knees. Female students should line up first with their backs against the wall. Male students should line up in front of them if there is not enough room to line up single file against the wall. No one should be in front of a doorway or window. Designated employees on each floor will be responsible for communications with the administration in the event intercoms become unavailable due to power outage.

b) Earthquake

In the event of an earthquake, everyone should follow the emergency situation procedures detailed previously for the evacuation of the building.

c) Inclement Weather

If the decision is made to close school due to inclement weather, the school administrator will contact the local TV and radio stations with closing information by 6:00am. The school's weather/emergency phone line and the school's web site (www.salemvikings.org) will also be updated with the closing information. If school has to be closed early during the day, parents will be contacted in the same method. Secretaries will also phone parents of any students not picked up once they get checked into daycare. High school students who drive will be allowed to leave campus with parental permission.

4. Mechanical Emergency

(Boiler Explosion, Heating and Cooling Malfunction, and Power Outage)

a) Boiler Explosion

This would be treated like a fire emergency, and everyone should evacuate the building, as described above.

b) Heating and Cooling Malfunction

So that the school could not maintain a safe heated temperature of at least 65 degrees or an air-conditioned temperature no greater than 80 degrees, the school administrator will make the decision to close and contact the local TV and radio stations with closing information.

c) Power Outage

Maintenance personnel will be contacted to see if the power can be restored. If power cannot be restored, parents will be contacted to come and pick up all students. The school administrator will contact the local TV and radio stations with closing information. Secretaries may also begin phoning parents beginning with the preschool students.

5. Man-made Crisis

(Intruder or Hostile Person, Bomb Threat, Weapons or Drugs on campus, Shooting, Assault of Student or Staff Member, Riot)

a) Intruder or hostile person on campus

- The first thing that should be done is to call 911. The school will then go into a total "Lock-down Mode". The Director of Maintenance will be contacted to assist with the lockdown of the buildings. Faculty and staff will be made aware to go into "Lock Down Mode" when they hear the announcement on the intercom saying, "will Michael Fox please come to the office immediately?" This message will be repeated. This method of alerting to a lock down situation will only be used when we want to lock down without an intruder being aware. Usually, a principal will alert the faculty to lock down by an intercom announcement stating, "Go into lock down mode immediately."
- If there are students outside of the classroom and still nearby, teachers should make every attempt to return students to their room before they Lock Down. Prior to an event, students should be instructed to go to the nearest room if they cannot quickly get back to their own classroom. When teachers are asked to account for their students, it should be clear which students have not been secured and accounted for.
- All doors should be locked, blinds should be closed, and all students should sit down on the floor beside their desk. Once the building has been "Locked Down", the secretary in the building where the intruder is located should call the other building, so that they can also go into "Lock Down Mode". If there are students outside, the teacher should be contacted by walkie-talkie or cell phone, and informed of an intruder. They should then go to the building that the secretary tells them is safe. Everyone will remain in the "Lock Down Mode", until police lift the "Lock Down."

b) Bomb Threat

- The person answering the phone should fill out the bomb threat assessment form, and when the phone call is completed, dial *69 immediately to obtain the caller's phone number, document the number and immediately call 911. After calling 911, the secretary that took the call should inform the other building and immediately evacuate according to the fire drill plan.

c) Weapon or Drugs On Campus

- A faculty or staff member should secure the area and the weapon or drugs. Students may need to be relocated to a different area until the situation has been resolved.

- An administrator should be notified, who will then call the local police to investigate. After the police have finished their investigation, students will be allowed to return to the area.
- A Search Report Form will be completed by the staff person assisting the police with the investigation and filed within 24 hours of conducting the search.

d) Shooting on Campus

- The appropriate secretary or staff person should call 911, and then the school should go into a “Lock Down Mode” as described above.
- After the situation has been resolved, the school would come out of lock down only after the police lift the “Lock Down.”

e) Riot

- If a riot occurred in the vicinity of the school, the school would go into a “Lock Down Mode”. The appropriate person would then call 911. When it is safe, the police will lift the “Lock Down Mode”.

6. Food Borne Illness

- One example of a possible food borne illness is E.coli. When the school becomes aware that a student has contracted E.coli or another food borne virus, the school will immediately notify the Health Department, so they can proceed with inspection of the school cafeteria and daycare areas to determine if the food borne virus was contracted at the school.
- The school will follow any and all recommendations established by the Health Department and notify parents if and when necessary.

7. Epidemic/Pandemic Flu

- In the event of a flu epidemic/pandemic, the school, with assistance from the Health Department, will make a decision to close short term if a mild to moderate epidemic/pandemic occurs. If there is a severe pandemic, the school may be closed from weeks up to three months.
- The administration and teachers will be responsible to keep communication going between the school and parents primarily by using the school’s Edline internet program. Emails will be sent to all families with internet access to check their student’s work assignments on line.
- Parents who do not have internet access will be kept up to date by phone.

8. Unexpected Death of a Significant Family Member

- If there is an unexpected death of a faculty member’s family during school hours, a substitute will be immediately found for that employee. If possible, the school shall wait for another family member to arrive to deliver the news.
- The faculty member will be discretely brought to the office, so that the news can be given to them in private.
- Remaining faculty will be notified by an after school meeting or before school devotions. Homeroom teachers will notify students during homeroom the following day.
- Flowers or memorials will be sent from the school.

9. Death of a Student or Employee

- An emergency before or after school faculty meeting shall be called to notify faculty and staff of the death of a student or employee.
- Pastors and grief counselors from the school’s pastoral contact list will be contacted and scheduled to be available at the school for grief counseling if necessary.
- Homeroom teachers will be instructed by the administration on what to say when telling students in their homeroom about the death.
- The school will send flowers or memorials to the organization requested by the family.

- 10. Serious Illness of a Student**
 - Parents will be contacted to determine what details, if any, of their student's illness they wish to be conveyed to the student body.
 - A teacher will be assigned to keep up with schoolwork and assignments for the student if applicable, as long as the student's family is still paying tuition.
- 11. Severe Injury with Bleeding**
 - See first aid procedures and follow blood borne pathogens procedures as stated in the first aid section of this manual. For any severe injury, 911 will be called, and parents notified.
- 12. Severe Injury without Bleeding**
 - Follow first aid procedures as stated in the first aid section of this manual. For any severe injury, 911 will be called, and parents notified.
- 13. Robbery**
 - Call 911; secure students in classrooms/building, initiate lock down procedures, if necessary, until police give the OK to resume normal operation.
 - Have media liaison prepare statement for the media.
- 14. After School or Off-campus Incidents**
 - An incident report needs to be filed with a principal by the next school day for any incident involving the behavior or injury of a parent or student while on campus after school or on a school sponsored trip.
 - Treat off campus emergency situations the same as you would on campus. (Administer first aid following blood borne pathogen guidelines, call 911, secure student safety, notify parents and authorities if necessary.)
- 15. Extreme Vandalism or Destruction of School Property Requiring Relocation**
 - In the event that extreme vandalism or destruction requiring the relocation of the student body, local area churches will be contacted to see if there are classrooms available to house part or all of the students. Possibilities include: Pinedale Christian Church on Peters Creek Parkway, Faith Missionary Alliance on Pope Road, Griffith Baptist on Old Salisbury Road. Would need seven rooms for Lower School and twelve for Upper School.

B. Parent Procedures

If the following emergency situations occur, parents are asked to follow the procedures below to help with parent-student reunification and aid with traffic flow. (Listen to local radio and television stations.)

1. Natural Events: Tornado, Hurricane or Earthquake

- All school personnel have been trained for natural event emergencies. They have assigned roles and will be doing their best to safely care for your student(s). Our goal is the care, custody and accountability of all students.
- Assume that the school phone lines and cell phone lines will either not be working or be busy.
- Please give school authorities at least an hour to evacuate the classrooms, conduct building searches, and account for all people before calling the school.
- Parent-Student reunification will be in the upper gym parking lot if accessible. Enter the parking lot just like you would for car pickup in the afternoon, by turning on to Spring Street from Academy Street. Students will be gathered in the fenced in area on Sparks field. Give your name to the person at the corner with a walkie-talkie, and a “student runner” will bring your student to you. You will be instructed where to park/wait for your student(s). If emergency vehicles prevent the use of the gym parking lot, you will be directed where to park to pick up your student(s).
- While you are waiting for your student(s), you will be required to sign a parent release form. The reunification teams will have the form for you to sign.
- Please use the upper gym parking lot to reunite with your student(s). The other parking lots/building access locations are reserved for fire and other emergency vehicles.

2. Lockdown: Intruder or Hostile Person on Campus, Weapons or Drugs on Campus, Shooting, Riot or Police Order

- All school personnel have been trained in lockdown procedures. They will be doing their best to ensure that all students are being held in a safe location on campus.
- During a lockdown, we will not be able to answer incoming phone calls or make outside calls. DO NOT CALL YOUR STUDENT’S CELL PHONE. Within minutes, the police, who will secure the neighboring streets and the building perimeter, will assist us. Parents will not be allowed near the school during a lockdown.
- Students will be kept inside locked classrooms with the blinds drawn. No one will be allowed to leave the classrooms/secure rooms on campus until the lockdown is lifted.
- All students and faculty/staff will remain in the lockdown mode until the police department lifts the lockdown.

3. Man Made Crisis: Evacuation due to Bomb threat and/or police order) Fire or Mechanical Emergency: (boiler explosion, heating or cooling malfunction, power Outage)

- If we need to evacuate the buildings for any reason, the immediate evacuation location will be on Sparks Field.
- Students who drive may be allowed to drive home if the situation is safe for them to get to their vehicle on campus.
- Parent-Student reunification will be in the upper gym parking lot. Enter the parking lot just like you would for car pickup in the afternoon, by turning on to Spring Street from Academy Street. Students will be gathered in the fenced in area on Sparks field. Give your name to the person at the corner with a walkie-talkie, and a “student runner” will bring your student to you. You will be instructed where to park/wait for your student(s).

- While you are waiting for your student, you will be required to sign a parent release form. The reunification teams will have the form for you to sign.
- Please use the upper gym parking lot to reunite with your student. The other parking lots/building access locations are reserved for fire and other emergency vehicles.

4. Food Borne Illness

- One example of a possible food borne illness would be E.coli. If the school becomes aware that a student has contracted E.coli or other food borne viruses, the school shall immediately notify the Health Department, so they can proceed with inspection of the school cafeteria and daycare areas to determine if the food borne virus was contracted at the school.
- The school shall follow any and all recommendations established by the Health Department and notify parents if and when necessary by the standard methods of communication.

5. Epidemic/Pandemic Flu

- In the event of a flu epidemic/pandemic, the school, with assistance from the Health Department, will make a decision to close short term if a mild to moderate epidemic/pandemic occurs. If there is a severe pandemic, the school may be closed from weeks up to three months.
- The administration and teachers will be responsible to keep communication going between the school and parents primarily by using the school's Edline internet program.
- Emails will be sent to all families with internet access to check their student's work assignments on line.
- Parents who do not have internet access will be kept up to date by phone or mail.