

Mt. Salus Christian School

Christ-Centered



Academic Excellence

2009-10 Middle & High School Student / Parent Handbook

BOARD OF TRUSTEES

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MISSION STATEMENT

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

ACCREDITING

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

STATEMENT OF NONDISCRIMINATION

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

TUITION & FEES

Testing Fee:	\$125.00 (2 nd -12 th grades only; non-refundable)
Family Enrollment Fee:	\$300.00 (one-time only per family)
Annual Registration Fee:	\$500 (must be paid before beginning of school)
Building Fund fee:	\$500 / family (may be paid by \$50 monthly installments (August through May)
Tuition: Grades 7-8	\$3900
Grades 9-12	\$4500

¹ Athletic fees (if student participates):

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

¹ The maximum amount any one student must pay is \$175 regardless of how many sports in which he/she participates

BUILDING FUND FEE: This fee goes towards development of anticipated *new* building and land projects. These funds are not designated for maintenance or preservation of existing structures.

REGISTRATION FEE: A student is not fully registered, and therefore his placement in the class is not guaranteed, until a Re-enrollment or Application form is on file in the office and the Registration Fee is paid. The multiple child discount applies only to tuition, not to school fees. Registration Fees (for the 2009-10 academic year) are refundable until May 1, 2009, after which they become nonrefundable.

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

1. ***Tuition is due on or before the 10th of each month.***
2. ***A Late Payment Fee of \$25 will be assessed if tuition is not paid by the 10th.***
3. ***Any automatic withdrawal that returns with a "Non-Sufficient Funds" status will result in an additional \$25 penalty to the account.***
4. ***Once enrolled, families that leave Mt. Salus for any reason during the school year, must pay tuition for two additional months beyond the date of withdrawal for each student withdrawing.***
5. ***If tuition becomes 30 days delinquent, the student will not be admitted to classes until the account is brought current. This policy will be enforced by the school administration unless prior arrangements have been made with the administration.***
6. ***If Tuition is delinquent by the end of each semester, the student will not be allowed to complete exams until the balance is paid.***

SCHOLARSHIPS AND FINANCIAL AID

Financial aid applications may be picked up in the office. Limited financial aid is available.

Families paying for three or more children in grades K – 12 are allowed a multiple child discount of 25% off the tuition of the 3rd child and 50% off on any additional children.

GRADING, GRADING SCALE AND EXAM SCHEDULE

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

Required classes that have a failing grade must be repeated.

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

97 – 100	A+
93 – 96	A
90 – 92	A–
87 – 89	B+
83 – 86	B
80 – 82	B–
77 – 79	C+
73 – 76	C
70 – 72	C–
67 – 69	D+
63 – 66	D
60 – 62	D–
Below 60	F
3. Determining Final Grade:

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

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

Graduation

Graduates must have at least 20 credit hours in academic classes. Seniors are required to take at least 5 classes to include English IV, History / Social Studies, Bible, and Math and other electives. College classes taken through a dual enrollment program must be approved by the administration.

Progress Reports

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

Promotion

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

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

Report Cards

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

Semester Exams

All students are required to take exams for the first and second semesters. These exams should be comprehensive semester exams and count for twenty percent (20%) of the semester grade. Seniors who carry an average of 93 or above (for the entire year) and going into the final exam *may* be exempted by the teacher from that exam. Faculty members are *not* mandated to grant exemptions.

ACADEMIC PROBATION

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

HONOR ROLL

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

GENERAL SCHOOL EXPECTATIONS

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

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

STUDENT CONDUCT

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

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

DISCIPLINE

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

Demerit System

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

All demerits are delivered to the administrative office at the end of the day or following morning. Pink copies of demerit slips will be given to the student to be taken home to parents. The student is responsible for getting the slip signed and returned the following day. In addition, parents will be called each time a child receives a demerit. In the case that a student believes extenuating circumstances should result in the discharge of his demerits, that student should see the principal or counselor during break, lunch or after school; not during class hours.

3 Demerits will be assigned for:

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

5 Demerits will be assigned for:

- No Homework
- Sleeping in class
- Dress code violation
- Throwing objects of any kind in the classroom
- Using office phone without permission
- Profanity / using the Lord's name in vain

10 Demerits (Automatic Detention) will be assigned for:

- Cheating / plagiarism²
- Missing / skipping detention
- Horseplay in the classroom
- Being in an Off-limits area
- Verbal assault or verbal altercation with another student
- Disrespectful speech to or about a teacher or staff member
- Skipping class
- Cell phone use during school day (includes use for communication, games, or any other function)
- Defacing school / church property³

30 Demerits (Automatic Suspension) will be assigned for:

- Physical altercation with another student
- Defiance to a teacher or staff member anytime
- Possession or use of tobacco products
- Moderate public displays of affection (kissing, inappropriate/suggestive statements or notes, etc.)
- Destruction of school / church property⁴

Automatic Expulsion or Required Withdrawal will be assigned for:

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

² Students will additionally receive an automatic zero for the assignment if caught cheating or plagiarizing

³ The severity of this infraction may result in automatic suspension or expulsion

⁴ The severity of this infraction may result in automatic expulsion

Alcohol/Drugs

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

Cheating/Plagiarism

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

Suspensions

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

Weapons

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

POLICIES AND PROCEDURES

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

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

Athletic Eligibility will follow the MPSA guidelines listed below:

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

Policy Statement on Sportsmanship

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

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

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

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

Class Officers

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

ATTENDANCE

Arrival/Dismissal Time

Students may arrive no sooner than **7:30 a.m.** and must be picked up by **3:30 p.m.** unless they have scheduled supervision. Students not picked up by 3:30 p.m. will be placed in supervised after care at the high school campus and parents will be billed a minimum of one hour.

Tardy

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

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

Absences

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

Excused Absences:

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

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

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

Absent for part of a Day

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

Unexcused Absences:

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

CAMPUS TRAFFIC

When driving on campus, some rules need to be followed. Use the west entrance to the Parkway property. Student drop off point will be toward the back of the church on the west side near the modular building. Students are to park on the west side of the lot facing the playing field. Please observe a 10-mph speed limit.

Automobiles (and other vehicles) driven to school by students are to be parked on the west side of the lot facing the playing field and vacated immediately. Students are not to sit in cars at any time during school hours. **No student will be allowed to return to his/her car during school hours without permission from the office or a teacher.** All students must have a valid driver's license to drive on campus.

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

DRESS CODE

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

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

Shirts - polo style shirts (any color) or collared shirts (any color); in the winter months, sweaters, fleeces, hoodies and Mt. Salus sweatshirts may be worn *as a jacket* (collared shirts should still be worn); shirts should be tucked-in when designed to be worn as such; **no tee-shirts are permitted.**

Shorts - khaki, navy, brown, green or black uniform or cargo shorts

Pants - khaki, navy, brown, green or black pants (no jeans); capris & cargo pants are permitted

Skirts - khaki, navy, brown, green or black (skirts may be no shorter than 3" above the knee)

Shoes - no flip-flops, Crocs, or similar extremely casual footwear

Hair - neat, clean, and well groomed; extreme hairstyles will not be allowed (no neon colored hair, mohawks, etc.); boys' hair may not cover the tops of the ears, below the collar, or below the eyebrows and faces must be clean-shaven.

There will be special occasions in which permission may be given by the Administration for appropriate jeans (no holes, tears, form-fitting jeans, etc) and Mt. Salus shirts and/or sweatshirts. Any such occasion will be announced by the administration.

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

EMERGENCIES AND ILLNESS

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

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

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

Prescribed Medication

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

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

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

HOMEWORK AND MAKEUP WORK

Homework

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

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

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

be presumed that too much work is being assigned. Parents are encouraged to contact the student's teacher to help identify the cause of the problem.

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

Make-up Work

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

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

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

ITEMS NOT ALLOWED ON CAMPUS

1. Electronic devices: Radios, TVs, MP3 players, CD players, video games, etc. (Items taken up will be given to the Principal and will only be returned to a parent.) **Cell phones and pagers must be turned off during school hours and kept in your car, backpack, or locker. Any of the above listed devices that are out during school hours will be confiscated and given to the office. They will not be given back to the student. A parent or guardian must come to the office to collect a student's device.**
2. Weapons or any item that has the shape, form or appearance of or intended use as a weapon
3. Controlled substances
4. Any other item that could be disruptive to the learning process

LIBRARY

The Library is an integral part of the educational program of the school. Students may come to the library during break, lunch and at other times designated by a teacher. Students are encouraged to make effective use of the books and materials for both course requirements and recreational reading.

- An atmosphere conducive to study must be maintained at all times.
- Students may have no more than three (3) books checked out at one time.
- Books are checked out for a two-week period.
- Fines are charged at the rate of \$.25 per day. The fine is not to exceed the cost of the book.
- Overdue books and fine lists are brought up-to-date at the end of each nine weeks.
- Reference books, periodicals and audio-visual materials may be used in the library. Students may not check out these items.
- All students must be cleared with the library at the end of both semesters and all materials either turned in or paid for prior to taking exams.
- All meetings to be held in the library should be scheduled in advance with the librarian.

LOCKERS

Lockers or cubbies (depending on grade level) are available to all students at the middle/high school campus. Students who use a combination or key lock must bring the combination or a key to the office. Lockers requested will be assigned at orientation. Mt. Salus is not responsible for any items lost or stolen from the lockers.

PARENT CONFERENCES

All conferences with parents should be scheduled through the office. Please do not try to catch a teacher before school or between classes. Parents are requested to schedule conferences by calling the office at 601-924-6652. Please do not contact a teacher at home. Parents must check-in with the office before going to the classrooms for any reason.

SCHOOL CLOSING

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

SOLICITATIONS AND ADVERTISING

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

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

Posters and Bulletins

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

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

School Publications

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

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

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

STANDARDIZED TESTING

In the spring of the year, the Stanford Achievement Test is given in grades 7-9. The PLAN is given to 9th and 10th graders, and the PSAT is given to 11th graders. These test dates should be noted on the online school calendar.

STUDENT ACTIVITIES AND CLUBS

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

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

STUDENT INSURANCE

MPSA requires that we have a catastrophic insurance policy on our students. As a benefit to you we are providing an additional policy covering your children at school and all school sponsored activities. Students who participate in any sport other than varsity football are covered under the school-wide plan. A supplemental policy is available for purchase that will cover students who play varsity football.

TELEPHONE

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

TEXTBOOKS

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

VISITORS

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

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

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

WITHDRAWAL

Voluntary Withdrawal:

Parents wishing to withdraw their child or children from the school should contact the Administration and complete the School Withdrawal Form, ensuring that all instruments, books and/or uniforms borrowed from the school have been returned and all fines owed to the library have been paid. Official transcripts and/or final grades will not be released until all Mt. Salus Christian School property is returned and check-out is complete.

Required Withdrawal:

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

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

Mt. Salus Christian School
Middle and High School Student/Parent Handbook Agreement Form
2009-2010

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

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

(Student Signature)

(Date)

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

(Parent/Guardian Signature)

(Date)