SALEM ACADEMY
CHRISTIAN SCHOOLS

Parent/Student HANDBOOK

Elementary (K-5)

Welcome to Salem Academy

Welcome to Salem Academy Christian Schools (SAC)! We're glad you are here, and we look forward to experiencing this year together.

The purpose of this handbook is to provide information that will help students and parents have the most enjoyable and successful year possible. It is meant to serve as a guide and a tool by providing important information about foundational elements, such as the mission, vision, and core values of Salem Academy Christian Schools. It also provides important information related to things such as policies, practices, and standards in the areas of attendance, academic performance, attitude and conduct, activity participation, schedules, school closures, and a lot of other things that have to do with school life.

Our intent is to partner with you and to be excellent in all that we do. In that process, we are committed to doing things in ways that make sense and keeping things as simple as possible and as pleasant and positive as possible. We want school to be a place that students look forward to coming to every day.

The most important thing for you to know is that we are glad you are here, and we want you to have the best experience possible. Thank you for taking the time to read through this handbook and to familiarize yourself with the information it contains. If you find anything that does not make sense, does not reflect excellence, or just seems confusing or complex, we ask that you will let us know so we can give consideration to changing it.

Have a wonderful year!

Ken Friesen, Ed. D.
Superintendent

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FOUNDATIONAL DOCUMENTS

In order to fully understand and appreciate the school's processes, procedures, standards, and expectations, it is helpful to first understand the philosophy, mission, vision, and core values that drive all other areas. This section of the handbook presents documents and statements that are foundational to Salem Academy's identity and operation. The information in this section provides the context within which everything else takes place.

SCHOOL PHILOSOPHY

The Christian philosophy of education is unique in contrast to all other educational philosophies. Other philosophies of education are man-centered. Christian education is centered in the person of Jesus Christ as revealed in the Word of God. The Christian philosophy holds that God, as the Ultimate Truth, becomes real to each person—man, woman or child— when that person accepts Christ, the crucified, risen Lord, through faith ("I am the way, the truth and the life" John 14:6). In keeping with these convictions, the school administration builds, and the teacher teaches, a curriculum that is God-centered. The entire educational program is designed to bring glory and honor to God and to encourage reverence for all of God's creation in the heart and mind of each student. The student does not learn reverence for God through the intellectual process alone, but through accepting Jesus Christ as personal Savior. The student will then be open to the guidance of the Holy Spirit in the learning of skill, knowledge, and values.

Teaching does not become Christian because we teach biblical truths alone, but rather because these truths are exemplified and practiced in the curriculum, activities, and everyday lives of students and staff. True Christian education is discovering and applying truth, seeing God revealed in truth, and recognizing that God alone is the Creator and that we are made in the image of God.

The Bible is very clear in the establishment of the family unit as the primary social structure (Deuteronomy 11:19, Deuteronomy 6:1-9, Ephesians 6:1-4). Salem Academy views itself as an extension of the home; therefore, we exist to help parents meet their God-given responsibility to train their children to know and serve God.

MISSION/VISION

The mission/vision of SAC is to provide an excellent education, from a Christ-centered, biblical perspective, so that our students might know and serve God. The abbreviated expression of our mission/vision is:

"Excellent education, Christ-centered, biblical perspective, to know and serve God"

- The scriptural basis for "**an excellent education**" is found in Colossians 3:23, which says, "Whatever you do, work at it with your heart, as working for the Lord, not for men."
- The scriptural basis for "**Christ-centered**" is found in Mark 12:30, which says, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength."
- The scriptural basis for "**biblical perspective**" is Philippians 2:2-5, which says, "Then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus."
- The scriptural basis for "**knowing and serving God**" is found in Philippians 3:10, which says, "I want to know Christ and the power of his resurrection and the fellowship of sharing in his sufferings, becoming like him in his death."

The learning experience at Salem Academy also takes place in the context that all truth is God's Truth, and the foundation of that Truth is found in the person of Jesus Christ. The scriptural basis for this context is found in John 1:1, which states, "In the beginning was the Word, and the Word was with God, and the Word was God."

CORE VALUES

Our over-arching core value is the umbrella of Christlikeness (Philippians 2), which will be demonstrated by the expression of four specific core values stated in priority order:

- **Integrity** (James 5:12): First and foremost, we must be who we say we are and do what we say we will do. The essence of integrity is our "being," or being true to our identity.
- **Servanthood** (Philippians 2:4-8)**:** This core value encompasses mindset (worldview) and actions. Our mindset will be one of serving, which will then dictate how we treat others.
- **Mutual Trust and Respect** (I Thessalonians 5:15-18): This core value represents how we view and respond to others. Trusting and respecting others means that we will accept what they tell us as true. It also means that we will always think the best of others and not gossip or spread rumors. Being servant-minded will enable us to view others in this way.
- **Stewardship** (Colossians 3:23): Finally, we must take good care of the resources God has entrusted to us. We must also use our resources to the fullest extent of what they enable us to do, all for the glory and honor of God.

ARTICLES OF FAITH

Salem Academy, as a private Christian school, exists to provide the spiritual as well as the mental, physical, and social development of the youth of the community. This development of the total personality is designed to enable students to function more capably within the community. Every school community is interrelated within other communities and is a part of larger communities, particularly the state and nation. As a Christian school, Salem Academy has a specific philosophy, which is rooted in its Articles of Faith, founded on the view that the Holy Bible is the only Word of God, and which must be held separate from and above that of the State and national educational system.

Salem Academy's Articles of Faith are as follows:

- The Bible is the only wholly inspired Word of God, and it is a sufficient rule of faith and practices.
- God is the Creator and Sustainer of all things, and the source of all truth.
- There is one God eternally existing and manifesting Himself to us in three persons - Father, Son, and Holy Spirit.
- The Lord Jesus Christ is the Son of God who was born of a virgin. His atoning and substitutionary death upon the cross redeemed us from our sins. His bodily resurrection and ascension to heaven and His personal return produces the hope of eternal life.
- The Holy Spirit is a distinct personality and is the member of the Trinity who convicts the world of sin, of righteousness, and of judgement.
- Because of sin, man omits God and fails to relate himself and his knowledge to God, the source of all wisdom.
- Regeneration is by faith in Jesus Christ and is absolutely necessary to salvation. True meanings and values can be established only in the light of His person, purpose, and work.
- The dead are to be resurrected - the saved to eternal life and the unsaved to everlasting punishment.
- All true believers have spiritual unity in Christ, irrespective of denomination.
- Growth in the Christian life depends upon fellowship with God and with other believers through study of the Bible, prayer, and service.

EXPECTED STUDENT OUTCOMES

The expectation of Salem Academy educators is that a maturing SAC student:

- **Understands and commits to a personal relationship with Christ and pursues ongoing spiritual development**
    - Understands the gospel and salvation, and how to present them to others
    - Understands and practices spiritual disciplines such as devotions, personal Bible study, and prayer

- Is empowered by the Holy Spirit and pursues a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
- Is involved in a local church
- Can clearly articulate a personal relationship with Christ

- **Understands and articulates a biblical worldview and operates from that perspective in the world**
  - Develops, articulates, and defends a biblical worldview
  - Demonstrates application and relevance of a biblical worldview to daily decision-making
  - Knows and is able to articulate differences between Christianity and other worldviews
  - Knows how to dialogue effectively with those who hold other worldviews
  - Is able to defend one's faith
- **Is academically prepared in all areas (reading, writing, listening, speaking, science, math, social studies, languages, Bible, technology, and the arts)**
  - Is a creative and critical thinker who can apply learning to solve real-world problems
  - Utilizes technology responsibly and effectively
  - Can appropriately access and use various types of information resources
  - Is proficient in mathematics and science
  - Has a knowledge and understanding of people, events, and movements in history
  - Appreciates and participates in the arts and literature, and understands how they express and shape one's beliefs and values
  - Demonstrates academic competence, which is required for the next level of academic pursuit
  - Is well prepared for standardized academic testing
  - Communicates effectively in both verbal and written forms
  - Can communicate in at least one additional language
  - Knows the Bible in concept and through memorization
- **Develops moral integrity, demonstrated by righteous living and stewardship**
  - Makes choices based on biblical principles, and treats one's body as the temple of the Holy Spirit
  - Respects life
  - Lives according to biblical standards in family and personal relationships
  - Is a wise steward in use of personal, financial, and natural resources
  - Is a responsible citizen in the local community and the world
  - Understands, values, and engages in appropriate social (community) and civic (political) activities
  - Has an appreciation for the natural environment, and practices responsible stewardship of God's creation
- **Is able to relate well and work well with others, including other cultures, and respects the worth of every individual as made in God's image**
  - Can explain being created in the image of God
  - Respects individual differences, valuing each person as God's creation
  - Is able to work together with others in groups
  - Can understand and appreciate people of different cultures
  - Dispels prejudice and promotes inter-ethnic harmony
- **Is a lifelong learner, prepared for next stage, including intellectual, spiritual, physical, social, and emotional health**
  - Pursues ongoing learning as it relates to next stage, including careers
  - Applies learning to healthy choices affecting lifestyle
  - Develops a love for learning
  - Recognizes the spiritual implications of acting upon one's learning
  - Values intellectual inquiry and is engaged in the marketplace of ideas (open and honest exchange of ideas)
  - Understands that work has dignity as an expression of the nature of God

- **Is a servant leader, prepared and motivated for lifelong service and involvement in missions, and knows and applies spiritual giftedness**
    - Can articulate the biblical mandate for service and missions, including responsibility to the poor and lost
    - Participates in service experiences
    - Understands missions from personal experience or from personal exposure to the message/impact of missions
    - Develops and applies leadership skills through a mindset of service
    - Understands and utilizes spiritual gifts
    - Identifies and utilizes personal strengths and talents
    - Works within the body of Christ according to the variety of gifts in the body

GENERAL POLICIES AND PROCEDURES

NONDISCRIMINATION POLICY

Recognizing that all people are the special creations of God, having been made in His image, Salem Academy Christian High School welcomes students of all races, colors, and national and ethnic origins to all of the rights, privileges, programs, and activities generally accorded to students at SAC. Educational policies, admissions policies, scholarship and loan programs, as well as athletic and other school-administered programs, similarly do not discriminate on the basis of race, color, and national and ethnic origin.

ALLEGED CHILD ABUSE/NEGLECT

The information below is in accordance with federal, state, and local laws concerning alleged child abuse and/or neglect. If you have any questions about this, please contact the principal.

- The Department of Human Services (DHS) has the right to make an unscheduled visit to SAC and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview.
- Any SAC employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect IS REQUIRED BY LAW to immediately report or cause a report to be made of such fact to the DHS.

TECHNOLOGY ACCEPTABLE USE POLICY

Salem Academy Christian Schools believes that technology has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, technology resources will be used to meet the goals in our curriculum.

A complete copy of the school's Technology Acceptable Use Policy is printed in the Appendix section of the handbook under **Appendix A.** Students wishing to use the Internet at Salem Academy must have read the Technology Acceptable Use Policy, and they must have a signed agreement on file in the school office. Please reference **Appendix B** for the agreement.

CONFLICT AND GRIEVANCES

In an ideal world there would be no conflict. Unfortunately, we live in a fallen world, and as a result we sometimes experience conflict that is difficult to resolve. If we happen to find ourselves in a situation that we are unable to resolve with those directly involved, it is expected that those conflicts and grievances will be handled according to the principles and procedures found under **Appendix C.**

PARTNERS IN EDUCATION (P.I.E.)

As a private Christian school, we fully rely on each family's participation and assistance to help with all school activities, such as at special events, at sporting events, on field trips, and in the classroom. These are called Partners In Education hours, or P.I.E hours, and there are many possibilities and areas in which you can fulfill your P.I.E. hours throughout the year. A comprehensive list will regularly be available on the school's website for opportunities to partner with Salem Academy. Parent volunteers are so important to the success of our school, and we are grateful for all of you! For specific details on P.I.E. hours (number of hours required, how to submit, etc.), please reference **Appendix D**.

GUIDELINES FOR SUCCESS

Salem Academy believes in freedom within structure and is committed to helping students develop character. We encourage students to make as many important decisions in their lives as possible, provided they do not violate the freedom of others. We believe that students should be free to choose their own paths in the worship of God. We cannot do their praying, their caring, their trusting, or their obeying for them. We believe that we must give them freedom from institutional coercion and adult censure, so that they can genuinely choose to love God or not (the same freedom God gives us).

In the spirit of freedom within structure, we believe that students will be most successful if they know what is expected of them. The purpose of this section of the handbook is to provide helpful information in the context of processes, guidelines, standards, and expectations. It is intended to serve as a guide for success.

ATTENDANCE

Regular and punctual attendance is essential for success as a student (ORS 339.010). Class attendance is necessary to gain the full perspective of the class. There are discussions, lectures, and other means of gaining knowledge that are not evaluated on an exam. Students with serious medical conditions will be considered on an individual basis.

- Absences interrupt the smooth and complete process of learning. We urge students to be absent only when absolutely necessary.
- Students, teachers, administration, and the home must work together to see that everybody is where they are supposed to be when they are supposed to be there, because tardiness is disruptive to the education process of the individual student as well as to others in the class.
- In all walks of life, we are expected to be on time for appointments—whether it is for dinner with the family, for a job, for a date or for class. The habit of being punctual needs to be established when we are young, thus enabling promptness to become a lifestyle.

DEFINITIONS

Absence: students who are not in class when attendance has been posted (ten minutes after class has begun). There are two types of absences: excused and unexcused.

- **Excused Absence:** the following will be considered excused absences:
  - absences resulting from illness
  - medical appointments
  - absences that are parent- or school-approved
- **Unexcused Absence:** the following will be considered unexcused absences:
  - absences due to truancy
  - absences that go uncleared by a parent for two days after the return of a student to school

Truancy: often referred to as skipping or cutting class or school, it is an absence that could not have been excused under any legal circumstance.

Tardy: policy is determined by each classroom teacher, but it is generally considered as not being in class or with necessary materials once class has begun.

Excused Tardy: student is late but carries a pass or email from school personnel explaining the reason for the tardiness and excusing it.

Unexcused Tardy: student is late to class and does not have a pass or email from school personnel.

ABSENCES

- Parents and/or guardians have the responsibility to send their child to school on a consistent basis. Students have the responsibility to report to school and classes on time and be prepared to learn.
- If your child is absent for any reason, call the school office by 9:15 a.m. Office staff will begin calling any absentees by 9:15 a.m. unless a parent has called.
- Student work missed due to absence must be made up unless the teacher indicates otherwise. The school secretary can arrange to get assignments from the teacher. If the student or parent calls first thing in the morning, assignments can be picked up in the office at the end of the day, otherwise assignments can be picked up the next day if the child is going to be absent multiple days.
- Students will be unable to participate in any extracurricular activities if they are absent for any part of the day due to illness or any other non-appointment type reasons.

TARDINESS

- Tardiness is detrimental to the student's character development and school progress; it disrupts those who are already at work. When a student is tardy, he/she must report to the school office to obtain a "destination pass" before going to class. A letter will be sent home from the office after 5 tardies. Should they receive 8 tardies, a meeting with the principal will be scheduled.

SCHOOL HOURS AND SERVICES

ACADEMY HOURS

Kindergarten - Monday – Friday . . . . . 8:15 a.m.—11:15 a.m.
Monday – Friday . . . . . 8:15 a.m.—3:00 p.m.
Elementary - Monday – Friday . . . . . 8:15 a.m.—3:00 p.m.

BEFORE/AFTER SCHOOL CARE

Latch-Key Program . . . . . 7:00 a.m.—8:00 a.m.
11:15 a.m.—5:30 p.m.
3:00 p.m.—5:30 p.m.

EARLY DISMISSAL

Several days during the school year are scheduled for **11:30 a.m. - early dismissal**. **No school lunches** will be served. There will be kindergarten on half days.

ARRIVAL AND DISMISSAL

ARRIVAL

Students should arrive at school no earlier than 8:00 a.m. unless registered in our Before/After School Program. Students arriving at or after 8:00 a.m. may go directly to their classroom.

DISMISSAL

School officially dismisses at 11:15 a.m. for morning Kindergarten classes. Teachers will escort the children to the pick-up area.

Students in full time Kindergarten through 5th grade are officially dismissed at 3:00 p.m. Teachers will escort the children to the pick-up area.

LATE PICK-UP

All students who are not picked up by 11:30 a.m. or 3:15 p.m. will be escorted to the Childcare Program. If a parent anticipates a delay, ***pre-arranged*** drop-in Childcare is available by calling ahead to the elementary office. Arrival before 7:45 a.m. or later than 3:15 p.m. will be charged for childcare.

ACADEMICS

PHILOSOPHY OF ACADEMICS

Salem Academy Christian Schools exists for the purpose of providing an excellent education from a Christ-centered, biblical perspective, so that our students might know and serve God. The learning experience at SAC is approached through the lens of a Christian worldview, and takes place in the context that all truth is God's Truth. The learning experience at SAC is also to be rigorous, comprehensive, and college preparatory in nature. Students are to become critical thinkers in the manner in which they engage the material being studied.

Printed instructional materials will be selected on the basis of the best available according to established criteria. Some will be from Christian publishers and some will be from non-Christian publishers. In any event, the teacher, as opposed to other resources, plays the most critical role in the matter of guiding students toward truth as well as integrating biblical principles into the instructional and learning process.

CURRICULUM

Curriculum can be defined in a variety of terms. Here at Salem Academy we choose to define curriculum as a purposeful organized program of study and courses required for a specific program or goal. The goal that SAC has created for our students is found in our mission/vision statement:

> "The mission and vision of Salem Academy Christian Schools is to provide an excellent education, from a Christ-centered, biblical perspective, so that our students might know and serve God."

The learning experience at Salem Academy takes place in the context that all truth is God's Truth, and the foundation of that Truth is found in the person of Jesus Christ. Education – specifically Christian education – is not a simple or easy task. Competent Christians are needed in every area of life as we strive to bring a small piece of redemption into a fallen world. Whether our students enter fields of law, mechanics, medicine, politics, education, journalism, film-making, business, ministry, science, and—most importantly—the homes they establish, they need to be equipped with a sound biblical perspective that allows them to bring glory to God in whatever calling He has led them into.

The curriculum at SAC contains sufficient breadth so that students begin to discover how God has gifted them, and it also includes enough depth so that those gifts can be developed, honored, and mastered. The curriculum is designed to give students a broad view of the world from a biblical perspective and also a vision for their place and role within that world.

ELEMENTARY CURRICULUM

KINDERGARTEN

The basic academic framework is structured around the Bob Jones Press and the ACSI Math curriculum. The developmentally age appropriate needs of the Kindergartner are woven into the framework of these curriculums. Bob Jones Press is a Christian curriculum with a strong phonetic approach.

LOWER ELEMENTARY

The primary curriculums used in our First and Second grade classes are Bob Jones Press, ACSI, and A Beka Book. We focus primarily on the phonetic approach to reading. The lower elementary classes also have varied exposure and experience in Bible, Math, Science, Social Studies, Art, Physical Education, Music, Computer and History. Our experienced staff encourages each student to reach their highest potential. Students generally excel in all subjects when compared to National testing norms.

UPPER ELEMENTARY

Beginning in 3rd grade, the teaching staff uses Bob Jones University, ACSI, and A Beka Book curriculums. At each grade level the following elective subjects are integrated to provide additional enrichment: Art, Music, Technology, and Physical Education. The staff at Salem Academy endeavor to teach to the learning style of each student, regardless of their age.

FIELD TRIPS

PHILOSOPHY

Field trips are scheduled and planned to enhance the educational goals of the school's curriculum. These off-campus learning experiences are designed to enrich learning; teachers may require that students take notes and apply what they have learned when they return to their "traditional" learning environment.

FIELD TRIP PROCEDURE

- Parents will be given advance notification of any field trip that will be scheduled.
- Parents may be asked to chaperone a group of students. In the event that a parent commits to be in a supervisory position, a completed criminal background check must be on file, and we may ask that they not bring any young children that would distract their attention from the students they are assigned.
- The school will provide transportation to all field trips. If non-school transportation is necessary, each private auto driver must be cleared through the Administration Office by having a Certificate of Insurance form on file.

PULL-OUT CLASSES

- Kindergarten through 5th grade will participate in music, library, technology, art, and physical education one or two days a week.
- Spanish class will be taught once a week for Kindergarten – 5th grade students.

KINDERGARTEN GRADUATION

At the end of the school year we have a formal graduation ceremony for students moving up to 1st grade.

GRADING SCALE

The grading scale at Salem Academy for Grade 3-5 is based on the following:

90% - 100%	=	A - Superior
80% - 89%	=	B - Excellent
70% - 79%	=	C - Satisfactory
60% - 69%	=	D - Below Average
0% - 59%	=	F - Failing

Other subjects will be graded with S+, S, S-, or N

STUDENT PROGRESS COMMUNICATION

PROGRESS REPORT

In addition to access through RenWeb, progress reports are also issued by each teacher midway through each grading period, and are sent home with students in grades 3-5 if they have a C or below. In early April, the achievement test is administered to the 1st-5th grade students to measure their academic growth. (Testing results will be included with the student's fourth and final report card of the school year.)

REPORT CARDS

- Student Report Cards are issued at the end of each nine (9) week grading period for grades 1st – 5th and will reflect the quality and progress of the student's work during the grading period.
- Copies of the **first** and **third** quarter report cards are issued at the conferences and the **second** and **fourth** grading reports are sent home with students at the conclusion of those grading periods.

PARENT/TEACHER CONFERENCES

At the conclusion of the first and third quarter, parents will be asked to meet with the teacher to discuss student progress. School is dismissed for two days and parent/teacher conferences are scheduled during this time.

ACHIEVEMENT EXPECTATIONS

Salem Academy students are expected to do their best to achieve their full academic potential.

HOMEWORK

Homework is an integral part of the school program, and it is assigned to aid the student in learning. It provides the student an opportunity to advance in his/her studies, learn time management, and demonstrate and practice the knowledge gained in class. The work assigned is a supplement to work that occurs in the classroom. Homework is considered both vital and necessary. Here are several guidelines:

- Appropriate homework is encouraged in sensible amounts.
- K-3rd grade homework - maximum of 30 minutes per night, and this would consist primarily of reading, math fact, spelling and memory verse review, etc.
- Grades 4 & 5 homework - generally not more than 45 minutes to an hour per night.
- No homework assignments will be given over a weekend or school holiday time, although larger assignments or projects will be assigned that will cover several weeks from start to finish.
- <u>If parents notice their student is spending an unreasonable amount of time on homework, they should contact their child's teacher for clarification and direction</u>.
- Teachers will make available to each student and parent a list of their classroom expectations.

STUDENT RECORDS

The permanent record on each student should include name and address of the school, full legal name of the student, birth date, name of parents/guardians, date of entry in school, name of school(s) previously attended, subjects taken, grades received, credits earned, attendance, immunization, date of withdrawal from school, Social Security number or school student ID number, other information such as psychological test information, requests to review and/or amend records, IEP, and such additional information as the school may prescribe. The right to inspect and review the student's educational records is covered by OAR 581.021.0230 and 581.021.0240. For an overview, refer to **Appendix J.**

TRANSFER OF STUDENT RECORDS

If a student is transferring out of SAC, the school will forward educational records to other educational institutions when requested under OAR 581.21.250 (l) (m) and (p) within 10 days of receiving the request.

ACADEMIC GRIEVANCE PROCEDURES

In addition to the guidelines already given in **Appendix C,** what follows are some additional guidance regarding academic procedures. In all grievances, we ask that you follow the Matthew 18 guidelines.

- Keep the matter confidential.
- Communicate concern to the person most directly involved.
- Be straight forward…tell them your concern.
- Be forgiving.

- If resolve is not achieved at this first level, you are encouraged to speak with the school principal.
- Concerns or complaints of a general school nature should be addressed directly with the school principal.
- We are interested in hearing your concerns and would rather you communicate them early on rather than putting them off until they build into concerns that may be much more difficult to address and overcome.

STUDENT LIFE

GUIDING PRINCIPLES FOR BEHAVIOR

Guiding principles for behavior are based on lifestyle expectations, and students will be held to these principles at all times, whether on- or off-campus and while school is in session or out of session. These principles are also based on mutual trust and respect, Christlikeness, and excellence. The context for these principles is as follows:

- "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength…Love your neighbor as yourself." (Mark 12:30-31)
- "Whatever you do, work at it with all your heart, as working for the Lord." (Colossians 3:23)

On our way to living out these governing principles, some simple behavioral guidelines are helpful. These guidelines are outlined below in general terms. For more details, see **Appendix E.**

BEHAVIORAL GUIDELINES FOR SUCCESS

Respect For

- School's mission, policies, and guidelines
- Yourself
- Your peers
- People in authority
- Other people's belongings
- School property and equipment

Responsibility

- Be on time
- Meet deadlines for assignments and other responsibilities given
- Choose right over wrong
- Exercise good judgment
- Be kind and considerate to others

Integrity

- Speak the truth
- Be reliable and trustworthy
- Choose to do right even when no one is looking

INTER-PERSONAL STUDENT RELATIONSHIPS

We believe that elementary students are too young and immature to begin developing "romantic" relationships. Therefore, we do not allow the following at school or at any school functions:

- Couples may not pair off and separate from the main flow of students or activities.
- Physical contact of any kind that could be interpreted as having an affectionate or romantic intent is not allowed.
- "Dating" will not be allowed at school or any school-related functions.

BEHAVIOR AND DISCIPLINE GUIDELINES

Discipline is positive training in the right direction. As Proverbs 22:6 points out, "Train up a child in the way he should go and when he is old he will not depart from it." Our overall policy at Salem Academy is to require obedience of the students to authority and the rules of the school. We understand the exuberance of youth and the need of it being channeled for a constructive purpose. The areas of greatest concern are not the "*mistakes*" but the *deliberate challenges to authority.*

No attempt will be made to list all of the infractions possible. Instead, integrity, courtesy, honor, modesty, obedience, and respect shall be expected in all things and at all times. Any behavior inconsistent with these guidelines may be subject to discipline.

The discipline process is to provide intervention, then give the student an opportunity to change or modify the behavior. The purpose of discipline is to produce changed behavior. In the event that a student's behavior becomes extreme enough that suspension or expulsion from school is considered, policies and procedures are in place for how those situations will be processed. Those policies and procedures can be found in **Appendix E**. Information pertaining to detention and other forms of formal consequences can also be found in the same appendix.

GUIDING PRINCIPLES FOR DRESS AND APPEARANCE

Guiding principles for dress and appearance are based on modesty and neatness. Our desire is to bring honor to Jesus Christ in all that we do; yet it is not our intent to over-spiritualize the areas of dress and appearance. Some of the standards set in this area are merely a matter of preference on the part of the SAC administration and faculty. Simply put, students are expected to accept and abide by those standards.

While we want to allow for individuality, it is also our desire to reflect the Biblical truth of I Peter 3 that clearly states it is our **inner character** that is of primary importance to God, rather than our outward appearance. Therefore, we do not want to focus unnecessarily on our outward appearance, which can lead to inappropriate judgmental attitudes; nor do we want the way one dresses to become offensive, counterproductive to the ability of students to focus on their work, or negatively affect their attitude or behavior. There are many important tasks to be accomplished while at school and we want to focus student energies and attentions on these tasks and avoid potential distractions, which may at times include the way we dress. Consequently, there must be a set of guidelines to follow to assist us in attaining our goals, and therefore the general standards of school dress for all school activities must reflect the overriding principles of practicality, school-appropriateness, modesty, moderation, cleanliness, neatness, and safety.

As clothing styles and trends come and go, it is our desire to maintain guidelines based on the directives of God's Word, in particular with issues of modesty. Believing that God has given the responsibility for the nurture and care of children to their parents, clothing selection, so long as it is within the guidelines stated, is up to each child's parents. There are no additional guidelines applicable for chapel days. Thank you for your help and cooperation in these matters!

For further information on dress and appearance guidelines refer to **Appendix F.**

SAFETY/SECURITY

EMERGENCY PROCEDURES

Emergency drills are held monthly to acquaint the students with evacuation procedures. The school is equipped with a fire alarm system and fire extinguishers. There are a variety of emergency drills that the students participate in over the course of the school year. (i.e. fire drills, earthquake drills, teacher accident drills, lock-down drills, building evacuation drills, and stranger-danger drills).

Earthquake Kits - refer to **Appendix G** for a list of items needed

SCHOOL CLOSURES

If it is necessary to close or delay school because of inclement weather, etc., please listen to the following radio/television stations:

KCCS (1220 AM)
KXL (750 AM)
KYKN (1430 AM)
KBZY (1490 AM)
KKJZ (106.7 FM)
KUPL (98.5 FM)

KATU (2)
KOIN (6)
KGW (8)
KPTV (12)

In addition to our closure broadcasts, you may obtain information regarding schedule on the school website.

VISITORS

All visitors must check in at the campus office and obtain a visitor's pass. In addition, Salem Academy students may bring prospective students to visit during the school day by making arrangements in advance with the office.

MEDICATION AND HEALTH

STUDENT SICKNESS

- We are interested in the health and well-being of each student. Bathroom procedures and thorough hand washing will be emphasized.
- For the protection of all of our students, it is campus policy to send home any student with a fever, diarrhea, nausea, rash, or possible communicable disease.
- A student who becomes ill during the day will be sent to the school office and the office staff will assist him/her. Parent, or authorized representative, MUST pick up the child within ONE (1) hour of notification. It is routine policy to require parents to pick up their child when he/she is unable to function normally at school. **The child must be fever free for 24 hours before returning to school.**

MEDICATION POLICY

All medication, both non-prescription and prescription ***must be brought*** to the school office and administered by school personnel. ***Medication permission forms*** *are available in the school office for your convenience.* Medication must be in the original container with the following identification:

- Prescription label from pharmacy
- Original over-counter container
- Proper procedure for administering the medication (Specific instructions should also be noted on the Medication Permission Form)
- Parent signature on Medication Permission Form (see appendix)

STUDENT INJURY

- An accident report form shall be completed for each accident which occurs at school. The report shall be made as soon as possible following the accident. Parents will be contacted immediately, giving them the decision as to the treatment when an injury seems more severe or serious. Parents will always be contacted when injury involves the head.
- If the injury seems to be a life or death situation, the School will call 911 and then contact the parent. If the parent cannot be reached, the school will contact the alternate person listed on the medical release form.

ILLNESS POLICY

Please see detailed list in **Appendix H.**

ELECTRONIC DEVICES

Electronic devices are not to be in use at school from 8:15 a.m. to 3:00 p.m. Please also note:

- Electronic devices may be permitted for classroom use as determined by the individual teachers.
- When a trip is being taken off campus, a teacher or coach may choose to allow electronic devices. This decision is up to the individual supervisor. In the event electronics are allowed, the supervisor will have the right to disapprove of any video games or music.
- Any personal electronic equipment is brought on campus at the risk of the owner, and Salem Academy is not responsible for theft or damage.

Noncompliance with the above standards and expectations may result in the confiscation of the device that is being used inappropriately. The period of time that the device will be held will be based on the seriousness of the infraction and the attitude of the student involved.

LUNCH PROGRAM

Salem Academy contracts with an independent food service company to provide quality and nutritionally balanced lunches for the students. Monthly menus are provided by the company.

- Each student is issued a lunch card.
- Parents or students may bring lunch money to the school office and the dollar amount will be credited to the student's lunch card by the food service company.
- No advance notice is necessary in order to purchase a hot lunch.
- Milk only may be purchased in the same manner.
- In the event that a student forgets to bring a lunch or his/her ticket is at a zero balance, the food service company will allow the student to "charge" one lunch.
- Elementary student lunches brought from home are not refrigerated. Please include a frozen ice packet to keep the lunch cold.

CHAPEL

- Students participate weekly in chapel.
- Kindergarten thru 2nd grade students join together on Fridays.
- 3rd through 5th grade students also meet together on Fridays.
- Special guests, music, and programs are provided to help build the spiritual life of students.
- Parents are always encouraged to come and join us each week for this special inspirational time.

CLASS PARTIES

- Parties are allowed to celebrate Christmas, Valentine Day, and last day of school.
- Party times are arranged with teachers and parents are asked to help supervise, provide refreshments, and plan special activities.
- Birthdays may be celebrated and parents may choose to send a special treat.
- State Health regulations stipulate that all refreshments must be purchased from a store, bakery, or licensed caterer/kitchen.

USE OF SCHOOL PHONE

Students will be given phone messages at appropriate times throughout the day. Students will not be called out of class except in cases of extreme emergency. The office phone may be used by students, if needed, to call a parent or guardian because of illness, changes in event schedules, or for other reasons deemed appropriate by the office staff.

LOST AND FOUND

Salem Academy is not responsible for items that are lost or stolen. Students are advised to mark clothing (coats, P.E. wear, etc.) with a permanent marking pen. This will enable school staff to return lost items to the owner. In addition:

- Students should not bring items of value to school.
- At the end of each semester, items will be held for one week and then donated to a local charity.

AWARDS

Awards are Honor Roll and Principal's list.

Honor Roll – 90%
Principal List – 96%

COMMUNICATION TO/FROM TEACHERS

You can also access information about your child's progress through RenWeb. If you do not know how to do this, you can check with your student's teacher for assistance. Teachers desire to be available to speak with you regarding your child and your concerns, questions, etc.

- School e-mail or telephone voice-mail is available for your convenience in contacting your child's teacher.
- If you have an urgent need to speak with your child's teacher during school hours, please call the office. We will do all that we can to facilitate a meeting as soon as it is convenient.

PLEDGES (AMERICAN, CHRISTIAN AND BIBLE)

(Please Refer to **Appendix I**)

CALENDAR OF EVENTS

- Back to School Night (September)
- Legacy Weekend (October)
- Race for Education fundraiser (October)
- Christmas Activities (December)
- Special Loved One's Day (February)
- Carnival (March)
- Spring Musical (Late April/Early May)
- All-School Track Meet (May)
- J.C. Relays (May)
- Kindergarten Graduation (June)

APPENDIX

Appendix A: *TECHNOLOGY ACCEPTABLE USE POLICY*

Salem Academy Christian Schools believes that technology, with its wide variety of resources, has much to offer students. It is our goal to educate students about efficient, ethical and appropriate use of those resources. Within the context of our school's mission statement, technology resources will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- A wealth of additional resources for reference and research.
- Use of multi-media and productivity tools.
- Consulting with experts in a variety of fields.
- Learning to conduct searches, evaluate resources, and locate relevant material.
- Interacting with up-to-date primary sources.

In order to assist students in learning to use technology resources correctly, the school will do everything it can to ensure that students access the resources appropriately. This includes providing:

- A reliable Internet connection that is protected by filtering software. Filtering blocks most sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate, such as releasing personal information.
- Supervision of students while they are using the Internet.
- Training for students that clearly spells out what use of technology is appropriate and what is inappropriate. Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and how to print.
- Access only to students who have an Authorized Use Policy (AUP) form signed by both student and parent. Expectations will be clearly spelled out, and students will be aware of what constitutes a violation.

Note: Occasionally, whole classes with their teachers will use the Internet as one of many tools in the research process. If the student does not have a signed AUP, he/she may request the information from the teacher or librarian as time permits.

It is to be understood that technology access for students is a privilege, not a right. Access to SAC computers is for educational use only. All users of technology will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others with whom I communicate on the Internet. I agree to follow Salem Academy Christian Schools' rules. I will strive to apply Philippians 4:8 to my electronic communication: "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things."

Technology users are held responsible for their actions when using the Internet and the network and for any action done under their individual login name. Students MUST be logged in under their own name to access the Internet. Unacceptable uses of the network may result in the suspension and/or revocation of these privileges. Directories may be checked at any time for monitoring compliance. Some examples of unacceptable use are as follows:

- Using the network for any illegal activity or for non-permitted activities such as downloading or storing music, games, utilities, personal programs, chat, or other social networking sites/software. Personal e-mail can only be done with specific permission.
- Using the network for accessing any pornographic or otherwise inappropriate sites or material.
- Using the network for financial gain or for initiating any financial transactions, including obligating SAC to anything, financial or otherwise.
- Degrading or disrupting the equipment, settings, or system performance. Any security problem must be reported to the technology coordinator and not shared with other users. This includes a responsibility to report use or knowledge of unauthorized passwords or other vulnerabilities. It also includes adding, moving, copying, or deleting programs or files, or modifying/adding to any existing

programs. Also included is the physical care for the computer by not having food, drink, gum, or candy in restricted areas.

- Accessing or vandalizing the data of another user, or using the login of another user – with or without that user's permission. This includes invading the privacy of individuals by reading other people's mail that without their permission.
- Giving access to login and password to another student. You must protect your password or you may be liable for loss of privileges, even if your account was violated by another student.
- Wastefully using finite resources after being warned and instructed as to proper use. Students are not to print excessively (defined by school staff members).
- Attempting unauthorized access to resources, including any action to get around the filter installed on a computer with Internet access.
- Posting personal communications without the author's consent or posting information containing information not meant to be made public.
- Posting rude or inappropriate messages on SAC computers or the Internet. This includes comments that could be considered defamatory or libelous against SAC or its staff.
- Downloading viruses or attempting to avoid virus protection programs.
- Disclosing personal information to websites or people through the Internet. This includes requesting magazines, catalogs, accessing social networking such as MySpace and FaceBook, etc.
- Inappropriate use of resources resulting in plagiarism.
- Violating the spirit of the Salem Academy Christian School's Mission Statement.

In the absence of prior written approval from the administration at SAC, the student and parent also agree not to create or maintain a social networking site or other electronic publication:

- About SAC
- About any of the SAC staff
- As though the site represents SAC or its staff.

If a member of the administration at SAC determines that the above actions or participation on someone else's site casts an unfavorable light on the school, its personnel, or anyone in the student body, appropriate disciplinary action may be taken by the school. If such a determination is made, the student and parent shall stop participating in all involvement with that site. Families agree to cooperate with the administration in an investigation if difficulties arise in the aforementioned areas of concern.

As deemed necessary, infractions of the above guidelines may result in:

- Immediate (temporary or permanent) removal from all computer access at SAC.
- Removal from the specific class in which the student is enrolled, with the result of a failing grade.
- Possible detention, suspension, expulsion, and/or legal prosecution depending on the severity of the infraction(s).

Disciplinary action appropriate to the violation will typically be decided upon by the staff members, the technology director, and the principal. If any violation results in damage to any SAC computer equipment, the student or his/her parent is responsible to pay full replacement value for the damaged items. Accidental damage or coincidental computer failure would not be charged to the student.

By accepting the terms of the Technology Acceptable Use Policy Agreement, the student agrees to abide by these restrictions. The technology user and his/her parents must understand that the student uses the Internet at his/her own risk. Considering the provisions mentioned above, SAC cannot assume responsibility for:

- The reliability of the content of a source from the Internet. Students must evaluate and cite sources appropriately.
- Costs that the students incur if they request a product or service for a fee.
- Any consequences of disruption in Internet service. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers or other students.
- Privacy of electronic communications. The Administration reserves the right to investigate possible misuses and to monitor any communication that comes through SAC computers.
- Access of an inappropriate site that may in rare cases evade the Internet filter, even though every effort is being made to keep the Internet safe.

Appendix B: TECHNOLOGY –ACCEPTABLE USE POLICY AGREEMENT

STUDENT SECTION

I have read SACS's Technology Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures. I agree to use the Internet/Network according to the code of ethics contained in the Acceptable Use Policy.

Student's Name (print)_____

Grade_____

Signature_____

Date_____

PARENT SECTION

If you would like your son or daughter to have Internet and SACS Network access, please sign the following statement:

As a parent or legal guardian of the student signing above, I have read this Technology Acceptable Use Policy and grant permission for my son or daughter to access the Internet and SACS Network. I understand that the school's computing resources are designed for educational purposes. I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all the precautions. I understand that my son or daughter will be held liable for violations of this policy.

Occasionally, group pictures of our students are included on the school's website or printed publications. If there is a picture of a single student, or only a small group of clearly identifiable students, every effort will be made to secure the parent's permission for that picture to be in a publication. No permission will be sought for pictures with student faces that are small or unidentifiable.

Parent's/Guardian's Name (print) _____

Daytime Phone_____

Signature_____

Date_____

Appendix C: *CONFLICT AND GRIEVANCE*

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

If resolution of the dispute and reconciliation does not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the *Rules of Procedure for Christian Conciliation* by the Institute for Christian Conciliation as printed in the **Guidelines for Christian Conciliation** (call 800.711.7118 or www.peacemaker.net).

- The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.
- Each party, regardless of the outcome of the matter, agrees to bear the cost of its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.
- If children should become involved in any trouble with other children in the school, parents should in **NO CASE** complain to parents of other students.

Appendix D: *PARTNERS IN EDUCATION (P.I.E.)*

As a private Christian school, we fully rely on each family's participation and assistance to help with all school activities, such as at special events, at sporting events, on field trips, and in the classroom. Below are details in regard to quantity and submission of P.I.E. hours for parents of 1-5 Grade students:

- Each family is asked to contribute 20 volunteer hours per 2-parent family or 10 hours per single-parent family per year.
- After the hours have been served, it is the family's responsibility to turn these hours in to the Business Office for credit on their account. This may be done by a voucher (available in the school office or on the website) or via email.
- Any activity you participate in that contributes toward the betterment of the school may be used for credit.
- Vouchers will also be available during registration, and a list of current volunteer opportunities will be available on the website.
- Families not choosing to donate 20 hours per year may select a buy-out option of $200 per family or $100 per single-parent family that will be added to the fee schedule, OR purchase a new item that has a minimum value of $150 for the carnival.

Appendix E: *BEHAVIOR GUIDELINES*

Guiding principles for behavior are based on lifestyle expectations, and students will be held to these principles at all times, whether on- or off-campus and while school is in session or out of session. A student who continually challenges the authority of school personnel or the behavior guidelines for Salem Academy will be evaluated regarding the extent of consequences to be administered and whether their attendance at Salem Academy should continue. Action to be taken in such cases may include the following: counsel with an administrator, conference with administrator, student, and parents; loss of credit on an assignment; extra community service; detention; on-campus work assignment; suspension and/or dismissal from school. The following are examples, but not an exhaustive list, of situations that are viewed as serious in nature for which there will be serious consequences, such as those listed above:

- **LYING** – includes the verbal, written, or otherwise-implied statement of untruth.
- **PLAGIARISM** – Presenting or paraphrasing, in whole or in part, someone else's words, idea, product, or data as one's own.

- **REPEATED AND SIGNIFICANT NONCOMPLIANCE WITH DRESS AND APPEARANCE STANDARDS AND EXPECTATIONS.**
- **BULLYING –** Bullying includes hazing, harassment, and intimidation as adapted from ORS 339.351 and OAR 581-021-0038.
    - **Hazing:** Any act that recklessly or intentionally endangers the mental, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment.
    - **Harassment, Intimidation, or Bullying:** Any repeated act that substantially interferes with a student's educational opportunities or performance, that takes place on, or immediately adjacent to, school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop. Harassment, intimidation, and bullying have the effect of:
        - Physically harming a student or damaging a student's property.
        - Knowingly place a student in reasonable fear of physical harm to the student or damage to the student's property.
        - Creating a hostile educational environment, including interfering with the psychological well-being of a student.
    - **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile, or offensive school-related environment.
    - **Cyber bullying:** Repeated use of any electronic communication device to harass, intimidate, or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.
- **INAPPROPRIATE ELECTRONIC COMMUNICATION –** any communication involving e-mail, text, social networks, etc. that includes topics, language, or images determined to be inappropriate as defined in the Behavior Guidelines.
- **VERBAL ABUSE** – includes serious or persistent verbal action that prevents an orderly and peaceful campus environment. Verbal abuse includes, but is not limited to, cursing and otherwise verbally demeaning another individual—their race, beliefs, sex, handicapping condition, or intellectual ability.
- **POSSESSION OF OR MENTION IN A THREATENING WAY OF FIREARMS, BOMBS, KNIVES, OR OTHER DEVICES MEANT TO CAUSE BODILY HARM.**
- **INAPPROPRIATE LITERATURE AND/OR ILLUSTRATIONS** – includes pictures (hand-drawn or otherwise) that are obscene or demeaning in nature. This includes displays in or on lockers, clothing, backpacks, etc.
- **FIGHTING** – Physical assault or retaliation will not be tolerated, and students may be sent home for a "cooling off" period until a conference can be held with parents.
- **ABUSE OR VANDALISM OF SCHOOL PROPERTY** – in addition to other penalties, students who abuse or in any way vandalize school property will be financially and/or physically responsible for labor and materials necessary to repair the damage.
- **USE OR ENABLING USE OF TOBACCO, ALCOHOL, OR ILLEGAL DRUGS ON OR OFF CAMPUS** – Salem Academy students also agree to not remain at any activity where drugs, alcohol, or tobacco are being illegally used. Students are expected to leave immediately any activity where these things are present and are being made available to minors.
- **ASSOCIATION AND/OR AFFILIATION WITH ANY GANG OR GANG ACTIVITY.**
- **VIOLATION OF A CIVIL LAW, INCLUDING WHEN A LAW ENFORCEMENT AGENCY IS INVOLVED.**
- **CHEATING ON EXAMS OR OTHER CLASS WORK** – Cheating includes the actual giving or receiving of any unauthorized assistance or aid, or the actual giving or receiving of unfair advantage on any form of academic work.
- **SEXUAL MISCONDUCT** – Students at Salem Academy Christian Schools are expected to keep their lives and bodies pure in the biblical sense by not engaging in sex before marriage. Verified sexual misconduct may result in dismissal from school.
- **USE OF PROFANITY AND GENERALLY FOUL LANGUAGE** – includes use of God's name in an uncomplimentary way, or regular use of obscene or otherwise unacceptable language.
- **ANY OTHER ACTIVITY DEEMED OF A SERIOUS OR THREATENING NATURE BY SCHOOL ADMINISTRATION.**

- **REPORT OF ILLEGAL ACTIVITY** – Any illegal activity on the part of a student, or anyone else that the school is aware of, may be reported to law enforcement.

DISCIPLINARY PROCEDURE FOR INCIDENTS

Inappropriate behaviors will be recorded on an incident report form and placed in the student's file. (A copy of the incident form will be given to the parent.

- First Level—Student and Teacher
- Second Level —Student, Teacher, and Parent
- Third Level —Student, Teacher, Parent, and Principal

At any one of the steps listed above, suspension and/or expulsion may be considered. Inappropriate behavior will be defined as either a minor or major situation.

Minor Citation Notices —Students who do not play safely, use inappropriate language, are unkind to others, or play in unassigned areas may be given a Citation Notice. This requires them to spend a lunch recess in a Time Out setting. Additional citations will lead to detention. The Citation Notice is sent home for the parent's signature.

Major Citation Notices or Detention —The administration or teacher may issue a detention for disrespect, the continuous repeating of a minor offense after being requested to stop, or for disregarding for school regulations of any nature. Detentions can also be given for too many tardies and/or unexcused absences.

For more details, please reference the School Wide Discipline Plan available in the campus office.

STUDENT DETENTION

Detention is a consequence for inappropriate behavior. Infractions that may result in detention:

- Any form of disrespect
- Violence in word or action
- Disrupting another student's educational opportunity
- Disobeying God's Word for obedience and relationships
- Continued repeating of a minor offense

DETENTION PROCEDURE

- Student receives warning. (Teacher follows "3 Level" rule).
- Student is informed that they have detention. This is done respectfully, involving the teacher and the offending student only.
- Teacher fills out the detention slip and signs it.
- After the Principal/Director initials the Detention Slip.
- The Teacher gives a copy to the student's parents.
- A copy of the Detention Slip is placed in the student's file.
- The Parent of the student serving detention will need to sign their Detention slip and return it the next day to their child's teacher.
- If a student receives three detentions for the same type of incident, that student's parents will be called so that a conference may be scheduled.

  Thursday is the designated "Detention" day. Parents will receive at least one day notice. In the event that a student receives detention on a Thursday, that student will serve their time the following Thursday.

  Detention is held every Thursday after school at 3:15 p.m. SHARP!

SUSPENSION

A student may be issued an out of school or an in-school suspension.

- This may also result in temporary removal of a student from school buildings/property and from participation in school activities, including athletics, drama, cheerleading, etc. and access to school transportation.
- Any suspension is an unexcused absence. In most cases students will not be allowed to make up work missed. They may be expected to make up work missed without credit being granted. Exceptions will be determined on a case-by-case basis.
- Suspensions from school will be assessed by the Principal. Parents will receive formal notification if a student is going to be suspended. In some cases, parents will be consulted as to whether or not a suspension is the most effective and most appropriate course of action, or if other alternatives should be considered.
- Any suspension for longer than five school-days must have prior approval from the Superintendent.
- Four or more major situations result in a suspension.

EXPULSION

Expulsion means the removal of a student from school buildings/property, and all classes and activities. An expulsion shall be for a minimum of one calendar year, unless modified by the Superintendent. Re-admittance after one completed calendar year from the point of expulsion will be considered only upon successful completion of a counseling program and/or a proven record of success at another institution.

NOTE: The school administration reserves the right to adjust the pre-established penalties described in this code based on the circumstances of the incident.

DRUG AND ALCOHOL TESTING

Should there be substantial reason to suspect a student of using alcohol or illegal drugs, Salem Academy reserves the right to request that the student submit to a verified drug and/or alcohol screening test at the expense of the parent. This will be done only after proper notification has been given to the parents and justification has been made to substantiate such a request. If, after testing, the student is found to be using an illegal substance, he/she will be subject to disciplinary action.

EXTREME MATTERS

Students guilty of the following will be subject to expulsion from Salem Academy:

- All use of any illegal substance— including narcotics, alcohol, or tobacco—whether on- or off-campus and while school is in session or out of session.
  - For instances that occur during the summer months, students are considered still enrolled until they are formally withdrawn.
- On-campus possession or use of any illegal substance, including narcotics, alcohol or tobacco. "Possession" includes not only being in a student's actual personal possession, but also being in the student's locker, vehicle, etc.
- Selling or providing any illegal substance, including narcotics, alcohol, or tobacco. This also includes providing the site of a party or other gathering where alcohol and/or drugs are consumed.
- On-campus possession of a weapon or a look-alike weapon, or threatening to use a weapon to cause bodily harm.
- All possession of, creation of, or distribution of pornographic images by any means or medium –whether on – or off-campus and while school is in session or out of session. “Possession” includes not only being in a student’s actual personal possession, but also being in the student’s locker, vehicle, mobile phone, etc.
- Excessive Bullying -for a definition of bullying, reference the beginning of Appendix D.

EXPULSION PROCEDURES AND OPPORTUNITY FOR APPEAL

If a student is being considered for expulsion from school, the following process and procedures will be followed:

- A period of suspension will generally occur while the matter is under consideration, unless the circumstances are extreme enough that immediate expulsion is warranted.
- The principal must inform the parents of the student involved that expulsion is being considered.
- The principal will then form a 3-to-5-person committee made up of faculty members who are not directly involved in the matter under consideration. The committee will meet within 2 school days of when the principal has informed the parents of the student involved that expulsion is being considered.
- After hearing the circumstances of the situation, the committee will make a recommendation to the principal.
- Upon receiving the recommendation of the committee, the secondary assistant principal will inform the parents of the committee's recommendation.
- The parents will have a twenty-four hour period to request a meeting with the secondary assistant principal and the chair of the committee to request reconsideration of the committee's recommendation before a final decision is made.
- The final decision rests with the principal. The principal will then inform the student and the student's parents of the decision that has been made.
- The decision may be conveyed personally or by phone initially, but it must be communicated in writing as well.

FORMAL APPEALS PROCESS: If the family feels that the expulsion process was not conducted as stated above, they may file for an appeal by submitting a "Request for Appeal" form to the superintendent's office. That appeal will be heard by the Superintendent, and scheduled at a time to be determined by the Superintendent. The "Request for Appeal" form can be obtained from the executive administrative assistant in the superintendent's office. The appeal process will be as follows:

- The principal will present the rationale behind the decision that was made.
- The parents and/or student will present the rationale behind their desire to have the decision reviewed.
- The superintendent will take both presentations under consideration and make a ruling as to whether the decision will stand as made, or be amended in some form.
- The superintendent will communicate the ruling in writing to the principal and the family.

Appendix F: *DRESS AND APPEARANCE*

As discussed earlier, the guiding principles for dress and appearance are based on modesty and neatness. Some of the standards set in this area are merely a matter of preference on the part of the administration and faculty of SAC. Simply put, students are expected to accept and abide by those standards:

- Project a positive image that stands out as distinctly different from the secular world
- Project a clean, neat, and well-groomed look
- Project modesty and good taste

ALL STUDENTS

- Clothes should be worn that are clean, in good repair, and neat in appearance.
- A student's overall grooming practices should be in keeping with general health and sanitary standards so that they do not distract from a positive and healthy classroom environment.
- Some athletic attire is acceptable during school hours such as shorts (must meet the length requirements) "sweats" and jerseys that meet the general appearance guidelines of clean, in good repair and neat in appearance. **Basketball jerseys or tank tops are not allowed**. Sweatshirts are acceptable for school attire, as long as they meet the general standards of school dress stated above. Again, what we are after is attire that is not too casual and the school retains the right to deem the appropriateness of any athletic attire.
- Clothing with logos, text and /or pictures must be in good taste, and not in opposition to Biblical values. This includes, but is not limited to, references to violence, wizardry, disrespect, and

inappropriate behavior, whether by musicians, animated characters, movies or television (Pokemon, Power Rangers, Bart Simpson, Family Guy, Bad Bunny, etc.)

- Footwear should be chosen that will ensure safety and comfort both in the classroom and on the playground, and must remain on the feet at all times. Therefore, due to safety concerns, "flip-flop" type sandals are not acceptable during school hours. Other open shoes/sandals are fine as long as they do not easily fall off the foot.
- Boys must wear socks with shoes for hygiene purposes.
- Tennis shoes must be worn for all PE classes.
- Hair—the principal reserves the right to be the sole determiner of what is appropriate. Please check with the Principal for approval **before** anything is done if there is any doubt as to the appropriateness of a hairstyle. Here are a few guidelines:
    - Should be neat and clean.
    - Hair that is of natural colors, out of the eyes and well-groomed ("natural colors" and "well-groomed" will be explained and defined by the administrative staff).
        - Exceptions, within reason, will be granted for the purpose of displaying school spirit at appropriate events and on appropriate occasions.
    - Hair styles that are not extreme in nature ("extreme" will be explained and defined by the administrative staff).
        - Exceptions, within reason, will be granted for the purpose of displaying school spirit at appropriate events and on appropriate occasions.
- The absence of tattoos.
- Piercings in the ears only for girls.
- No piercings for boys.
- Hats, worn in a fashion that eye contact can be made with the individual, will be allowed in general on campus unless students are asked at a specific time for a specific purpose to not wear them. Teachers will have the discretion as to whether or not hats are allowed in their classrooms.
- Gang related attire is not acceptable, including chains or any resemblance of chains. Overly "saggy" or "baggy" clothing is also not acceptable.
- Shorts are allowed but must be **no shorter than the fingertips** when arms are hanging relaxed at the side of the body and must meet the general guidelines of clean, in good repair, and neat in appearance.
- It is our intention to help students realize that they are created in God's image; unique and wonderfully made. Students don't need to dress, act or look like someone else to be special. We encourage each student to strive to be who God has created them to be and all God has created them to be.

ADDITIONAL GUIDELINES FOR GIRLS

We believe it is important to begin instructing girls in regard to modesty at a young age. Therefore, all girls' attire must meet the following guidelines.

- Bare midriffs and exposed torsos are not appropriate. As a guideline, tops must be long enough to still cover the mid-section when the arms are raised above the head.
- Hemlines, and/or slits in skirts or dresses may be no shorter than halfway between the fingertips and the top of the knee when arms are hanging relaxed at the side of the body.
- Attire with low and revealing necklines such as strapless dresses, tank tops and sun dresses with narrow straps are not permitted unless an appropriate top is worn underneath. If sleeveless tops are worn, they must not be revealing, fitting snugly around the shoulder and arm. Undergarments may not be exposed.
- Tight-fitting clothing is not acceptable. Full-length tights, leggings, or spandex are allowed, but only if worn under a dress or skirt that meets the proper length requirement.
- Earrings are allowed, but these must meet the guidelines of moderation and safety.

APPLICATION OF PERSONAL APPEARANCE GUIDELINES

Initially the classroom teacher will speak to the student and/or the parent concerning the specific area of the violation. The purpose of the conversation will be to ensure clear understanding of the guidelines and obtain a commitment to follow them.

The second infraction will require the student to be sent to the office to call their parents for a change of clothing, or be sent home if the infraction cannot be remedied by a change of clothes from home.

Depending on the severity of the violation a student may be required to call their parents or be sent home on the first infraction.

Please understand that it is not our intent to inconvenience you by having to call and request that you bring a change of clothes for your child. However, it is also important that the established guidelines are enforced, so please review these guidelines carefully and thoroughly as well as discuss them with your children if they select their own clothing to wear to school. If you have any question about a style or clothing item please check for clarification before sending your child to school. Also, please remember to check clothing for appropriateness throughout the year as clothing that fit just fine in September may not fit later in the year due to your child's growth.

Every detail concerning appropriate dress and appearance is not covered in the above guidelines. Final interpretation as to the appropriateness of a student's attire or appearance rests with the administration.

Appendix G: *EARTHQUAKE DRILLS AND EARTHQUAKE KITS*

Earthquake preparedness has become a high priority for all of us in light of the most recent studies. These studies indicate a high probability of major seismic activity in the Northwest within the foreseeable future. Being able to predict the exact time is impossible, but not taking steps to prepare would be irresponsible on our part.

- Emergency earthquake drills will be held to acquaint the students with the procedure.
- Each student is required to provide a personal survival kit.

The kit will be returned to you at the end of the school year to be restocked and returned to school again in September. This procedure will allow us to have food at school which is rotated yearly. Storage space is limited and prohibits anything larger than a one gallon zip lock bag. Creating a survival kit is not an option! It is mandatory for your child to be enrolled.

EARTHQUAKE KIT

Please place the following items in a one gallon zip lock bag labeled with your child's name:

(2) cans fruit juice or boxed drinks
(2) cans of food (tuna, meat, etc,) with pop top lid
(2) cans of dessert (fruit, pudding, etc.)
(2) granola bars or cheese and/or peanut butter & cracker type snacks
(2) plastic spoons
(1) small soft pack of tissues
(2) small packages of moist towelettes
(1) solar blanket
(2) days' emergency supply of daily medication, if needed
(1) 3 x 5 card with Emergency Names & Numbers listed.

The school will provide bottled water.

Appendix H: *MEDICATION AND HEALTH POLICY*

ILLNESS POLICY

*Any student suspected of any communicable disease or infestation will be excluded until clearance is received by the student's doctor.

- **Chicken Pox**—One week after eruptions appear and no new blisters appearing.
- **Strep Throat**—After 24 hours on medication.
- **Ringworm**—Medicated and covered.
- **Ringworm of scalp**—7 days treatment and doctor's permit. Must wear clean close fitting hair covering and be under medical supervision.
- **Impetigo**—Medicated and/or Doctor's release.

- **Head Lice**—Head free of casings.
- **Scabies**—Treated and free of symptoms.
- **Any discharge of the eye**—Any discharging eyes is considered contagious and a doctor must be consulted. The student will be allowed back in school if medicated.
- **Cold**—Any student with a cold with excessive sneezing, coughing, and/or drainage will be asked to remain home.
- **Fever**—Any student with a 101+ degree temperature will be asked to be picked up immediately.

Appendix I: *PLEDGES (AMERICAN, CHRISTIAN AND BIBLE)*

Pledges are a part of the curriculum of Salem Academy East Elementary. Each student is expected to learn and participate in reciting them.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Appendix J: *STUDENT RECORDS*

STUDENT RECORDS OREGON ADMINISTRATIVE RULES (OAR's)

581.021.0220 - Definitions of Student Records

581.021.0230 - The Rights of Parents

581.021.0240 - The Rights of Eligible Students

581.021.0250 - An Educational Agency or Institution's Policy Regarding Student Education Records

OAR 581.045.0018 4 (e) Withholding of Student Records - A school may withhold an official transcript, certificate of completion, and/or diploma if the student has any outstanding debt owed to the school.

In summary, the parent, guardian, eligible student have the right to:

- Inspect and review the student's education records.
- Request the amendment of the student's education record if they feel they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.

Eligible students are those who have reached the age of 18 or are attending only an institution of post-secondary education.

Should parents or eligible students choose to exercise any of the above rights, they need to notify their school office and complete a written request.

Rights are extended to either parent unless the school has been provided with specific written legal evidence that revokes these rights.

Appendix K: *SAC MEDICATION PERMISSION FORM*