



# **Parent/Student HANDBOOK**

## **Elementary (K-6)**

# ***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.

**\*Updates highlighted.**

# TABLE OF CONTENTS

<b>FOUNDATIONAL DOCUMENTS.....</b>	<b>6</b>
SCHOOL PHILOSOPHY.....	6
MISSION/VISION .....	6
CORE VALUES.....	7
ARTICLES OF FAITH .....	7
STATEMENT OF SEXUALITY .....	8
EXPECTED STUDENT OUTCOMES .....	9
Authentic Christ Follower.....	9
Life-Long Learners .....	10
Ethical Decision Makers .....	10
Community Builders .....	10
Servant Leader .....	11
PARENTAL PARTNERSHIP .....	11
SEPARATED FAMILIES.....	12
<b>GENERAL POLICIES AND PROCEDURES .....</b>	<b>13</b>
NONDISCRIMINATION POLICY .....	13
ALLEGED CHILD ABUSE/NEGLECT.....	13
TECHNOLOGY ACCEPTABLE USE POLICY.....	13
PARTNERS IN EDUCATION (P.I.E.).....	13
CONFLICT AND GRIEVANCES.....	14
COMPLAINT POLICY .....	14
<b>GUIDELINES FOR SUCCESS.....</b>	<b>16</b>
ATTENDANCE .....	16
K-6 DEFINITIONS .....	16
ABSENCES (K-4 & Bridge 56) .....	17
K-6 TARDINESS.....	17
SCHOOL HOURS AND SERVICES .....	17
ACADEMY HOURS .....	17
BEFORE/AFTER SCHOOL CLUBS.....	17
EARLY DISMISSAL.....	18
CHILDCARE FOR NON-SCHOOL DAYS .....	18
ARRIVAL AND DISMISSAL .....	18
ARRIVAL .....	18
DISMISSAL.....	18
LATE PICK-UP .....	18
<b>ACADEMICS.....</b>	<b>19</b>
PHILOSOPHY OF ACADEMICS .....	19
BRIDGE 56.....	19
EDUCATIONAL SUPPORT SERVICES.....	19
CURRICULUM .....	20
ELEMENTARY CURRICULUM .....	20
LOWER ELEMENTARY .....	20
UPPER ELEMENTARY & BRIDGE 56.....	21
FIELD TRIPS.....	21
PHILOSOPHY .....	21
FIELD TRIP PROCEDURE .....	21
ENRICHMENT CLASSES.....	21

<b>GRADING SCALE.....</b>	<b>21</b>
<b>BRIDGE 56 GENERAL ACADEMIC EXPECTATIONS .....</b>	<b>22</b>
<b>STUDENT PROGRESS COMMUNICATION.....</b>	<b>22</b>
PROGRESS REPORT .....	22
REPORT CARDS .....	22
PARENT/TEACHER CONFERENCES .....	22
ACHIEVEMENT EXPECTATIONS.....	23
STANDARDIZED TESTING .....	23
<b>HOMEWORK.....</b>	<b>23</b>
<b>STUDENT RECORDS.....</b>	<b>23</b>
TRANSFER OF STUDENT RECORDS .....	23
<b>STUDENT LIFE.....</b>	<b>24</b>
<b>GUIDING PRINCIPLES FOR BEHAVIOR.....</b>	<b>24</b>
BEHAVIORAL GUIDELINES FOR SUCCESS.....	24
INTER-PERSONAL STUDENT RELATIONSHIPS .....	24
BEHAVIOR AND DISCIPLINE GUIDELINES .....	25
<b>GUIDING PRINCIPLES FOR DRESS AND APPEARANCE .....</b>	<b>25</b>
MODESTY .....	25
NEAT AND APPROPRIATE .....	26
<b>SAFETY/SECURITY .....</b>	<b>26</b>
EMERGENCY PROCEDURES .....	26
SCHOOL CLOSURES.....	26
<b>VISITORS .....</b>	<b>27</b>
<b>MEDICATION AND HEALTH .....</b>	<b>27</b>
IMMUNIZATION REQUIREMENTS .....	27
INFECTIOUS DISEASE OUTBREAKS .....	27
STUDENT SICKNESS .....	27
MEDICATION POLICY.....	28
STUDENT INJURY .....	28
ILLNESS POLICY.....	28
<b>ELECTRONIC DEVICES .....</b>	<b>28</b>
<b>LUNCH PROGRAM .....</b>	<b>29</b>
<b>CHAPEL .....</b>	<b>29</b>
<b>CLASS PARTIES .....</b>	<b>29</b>
<b>USE OF SCHOOL PHONE .....</b>	<b>29</b>
<b>LOST AND FOUND.....</b>	<b>29</b>
<b>AWARDS.....</b>	<b>30</b>
<b>COMMUNICATION TO/FROM TEACHERS.....</b>	<b>30</b>
<b>PLEDGES (AMERICAN, CHRISTIAN AND BIBLE) .....</b>	<b>30</b>
PLEDGE TO THE AMERICAN FLAG .....	30
PLEDGE TO THE CHRISTIAN FLAG .....	30
PLEDGE TO THE BIBLE.....	30
<b>Appendix A: TECHNOLOGY ACCEPTABLE USE POLICY .....</b>	<b>30</b>
<b>Appendix B: TEXTBOOK AND LIBRARY BOOK CARE GUIDELINES .....</b>	<b>34</b>
<b>Appendix C: BEHAVIOR GUIDELINES .....</b>	<b>34</b>
DISCIPLINARY PROCEDURE FOR INCIDENTS .....	Error! Bookmark not defined.
STUDENT DETENTION.....	Error! Bookmark not defined.
DETENTION PROCEDURE.....	Error! Bookmark not defined.
SUSPENSION .....	37
EXPULSION .....	37
EXPULSION PROCEDURES AND OPPORTUNITY FOR APPEAL .....	38



# FOUNDATIONAL DOCUMENTS

---

## ***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 pursuit of Christlikeness (Philippians 2), which will be demonstrated by the expression of four specific core values stated in priority order:

- **Integrity** (II Timothy 2:15): First and foremost, we must display a commitment to truth in our conduct and our words. The pursuit of God’s Truth is the heart of the learning process for Christian believers of any age.
- **Servanthood** (Philippians 2:3-8): This core value encompasses mindset (worldview) and actions. We will humbly put the needs of others first and seek to serve them.
- **Mutual Trust and Respect** (Hebrew 10:24-25): This core value represents how we view and respond to others. Trusting and respecting others means that we commit to thinking the best of others, seeking to encourage them and to build community.
- **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 inspired Word of God, the only rule of Christian faith and practice;
- God is the Creator and Sustainer of all things and the source of all truth;
- God eternally exists and manifests Himself to us in three persons - Father, Son, and Holy Spirit;
- Jesus Christ is the Son of God who became flesh, conceived by the Holy Spirit and born of a virgin. His atoning and substitutionary death upon the cross provides redemption for all who believe, the just for the unjust. His resurrection and ascension to heaven and the promise of His personal return provide the hope of eternal life;
- Mankind was created in the image of God. Because of sin, man became eternally separated from the life of God and desperately in need of a Savior.
- Salvation has been provided by grace for all who repent and believe in Jesus Christ. Believers are born again by the Spirit and receive the gift of eternal life.
- The Holy Spirit indwells and empowers believers to live victoriously, and He convicts the world of sin, righteousness, and of judgment;
- The Church is the family of all true believers, regardless of church affiliation, under the Lordship of Jesus Christ. Those that are His are called to share his love and good news to all the nations.
- Believers are set apart to live holy lives that glorify God, growing in Christ-likeness through prayer, worship, study of His Word, Christian service, and fellowship with other believers.

## ***STATEMENT OF SEXUALITY***

Changes in how sexual identity and practice are viewed have transformed the political and cultural climate of our country. The spectrum of Christian response has been very broad, from full acceptance of any and every expression of sexuality to hateful judgment of people who have adopted lifestyles that tradition or "common sense" tell us are unacceptable. The pervasiveness of the issue and the confusing Christian response necessitate that Christ followers seek the heart and mind of God on the issue. The approach of Salem Academy is to value Biblical principles, provide a safe moral environment for education, and to treat every person as a valuable individual, seeking reconciliation whenever possible.

The Salem Academy stance on sexuality flows from two pervasive Biblical principles:

- God created mankind in two genders, male and female. The creation narrative in Genesis clearly indicates an intentional distinction between male and female, both genders born out of the "image of God". Females and males are equivalent in value in the eyes of God, yet clearly distinct within God's creative order. Any attempt to blur or cross the God-given distinction between these two genders deviates from His creative purpose. (Genesis 1:26-28)
- God established marriage between a male and a female as the only sanctified human sexual relationship. All other sexual relations (including adultery, fornication and homosexuality) deviate from God's creative intention. Scripture condemns any sexual activity - heterosexual



or homosexual, extra-marital or pre-marital – that is not within the bounds of biblical marriage between a man and a woman. (Genesis 2:18-25)

The Salem Academy community is expected to abide by these principles. We believe that scripture teaches that engaging in acts that are outside the biblical definitions of marriage and gender distinction are harmful to the individuals involved and to the school community as a whole. We will lovingly rebuke and discipline those who engage in activities that are outside of God's clear boundaries on sexuality.

However, we do realize that these are difficult, confusing times in which we live. An entire culture is struggling with so many different form of sexual brokenness, and it is only by God's grace that any of us are able to fulfill God's holy purposes for sexuality. Therefore, we will approach any revealed situation of struggle with love and compassion. We will be understanding about inclinations and attractions, and differentiate these temptations from immoral actions. We will listen, advise, and pray with a view toward repentance and reconciliation. We will stand firm in the conviction that God's Word is clear on these matters, but we will value the individuals involved even if their choices ultimately lead to separation from the SA community.

## ***EXPECTED STUDENT OUTCOMES***

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

### **Authentic Christ Follower**

- **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, selfcontrol, 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

## **Life-Long Learners**

- **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
- **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
    -

## **Ethical Decision Makers**

- **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

## **Community Builders**

- **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

## **Servant Leader**

- **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

## ***PARENTAL PARTNERSHIP***

Private schools are governed by contract law, Oregon educational law, and are not covered under the U.S. Constitution. Parents and students have many protections under common law, federal and state statutes.

Salem Academy parents have the right to:

- **Have their children receive an academically sound and excellent education.**
- **Be treated respectfully.**
- **Partner with the Salem Academy staff.**
- **Talk with school personnel and have requests for meetings answered in a timely manner.**
- **Have their concerns and grievances heard and considered in a fair and just manner.**
- **Have students supervised in a safe and appropriate manner.**
- **Inspect and review their student's education records and request amendment in case of inaccuracy or violation of the student's privacy and other rights.**
- **Participate in the activities of the school.**

Salem Academy parents have the following responsibilities:

- **Positively support Salem Academy's Schools mission, vision, purpose, goals, philosophy, doctrinal statement, rules, and policies.** Please understand that while you may not always agree

with a rule or policy per se, your support and example in action is still necessary. Support from parents allows the school to have a more effective ministry with students.

- **Attend parent meetings and conferences scheduled by the school.**
- **Make a concerted effort to attend any school activity in which your student is involved**, (e.g., programs, athletic competitions) thereby assuring him/her of your loving support. Positive and encouraging comments and cheering always pays dividends. Negative comments directed at others, including officials, opposing teams, and their supporters, are never welcome.
- **Take responsibility to access Salem Academy's Family Portal site for important communications** including: announcements, attendance, homework assignments and more.
- **Support the school with your prayers, gifts and volunteer service.** The cost of education at SA exceeds tuition and we ask that you help in whatever fundraising and other activities that benefit the school and its programs. Your prayer support of our school is absolutely essential.
- **Pay tuition on time and as scheduled.**
- **Support the school in all matters of discipline involving your student.** SA is your partner in raising up the next generation. Any incident involving the use or possession of alcohol, tobacco, drugs, firearms, weapons of any kind, or any instance of immoral or unseemly conduct on or off campus, which is detrimental to the reputation of the Lord or our school, is grounds for dismissal.
- **If you have a problem or concern, please contact the person most directly involved** (teacher, aide, volunteer, etc.). If resolution with the person cannot be achieved, then contact their immediate supervisor or building Principal, rather than going to others not involved or engaging in other indirect communication. Please see the Salem Academy Concern and Complaint Policy.
- **Support an environment focused on excellence in education.** Refrain from taking your students out of school unnecessarily or distracting their studies through communication during the school day. Regular attendance is important and mandated by law. Not only does your student miss out on what happens when they are absent, the learning environment is diminished through lack of their contribution. The faculty is willing to help students with make-up work, but you must take the initiative.
- **Contact the Principal directly to let administration know of your reasons for withdrawal.** We appreciate your input and insight. If you are moving or if financial needs arise, we appreciate knowing how we may assist you.

## ***SEPARATED FAMILIES***

In accomplishing our mission to assist all parents, Salem Academy must remain neutral with respect to family disputes. Any court orders and documentation restricting custodial access must be current and an official copy on file. For more on Salem Academy's Custody Policy, please contact the Administration Office. We expect that separated or divorced parents will make every effort to refrain from involving school staff in court or legal proceedings unless the safety of your student is at stake. Please allow the student's teacher and staff to support both parents by not sharing negative personal information with them. The school office can provide duplicate printed communications to separate homes upon your request. However, we expect you as parents to share all verbal communications with one another and to participate together in parent/teacher conferences and other school activities whenever possible.

# 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 Elementary 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.

## ***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 special events, sporting events, field trips, and classroom activities. Each

1st-12<sup>th</sup> grade family is expected to support school programs through Partners In Education hours (or P.I.E hours). 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 Family Portal for opportunities to partner with Salem Academy.

- Each K-12<sup>th</sup> grade family is asked to contribute 20 volunteer hours per 2-parent family or 10 hours per single-parent household per year.
- Under the FAMILY INFORMATION section of Family Portal you can submit your P.I.E. service hours. If you are one of those who go above and beyond your required hours, please continue to submit.
- 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 they may purchase a new item that has a minimum value of \$150 for the Salem Academy auction.

## ***CONFLICT AND GRIEVANCES***

Salem Academy's processes and procedures for dealing with concerns or complaints are in place to create, maintain, and enhance a safe and effective learning environment, healthy interpersonal relationships, responsible stewardship, and orderly operation. If we happen to find ourselves in a situation that we are unable to resolve through direct conversation, it is expected that those conflicts and grievances will be handled according to the following principles and procedures. Communication is essential during this process so that the involved parties may better understand the reasons behind each other's position. Several Biblical principles guide our policy and practice:

- In **Matthew 5**, Jesus calls us to be peacemakers, seeking reconciliation if we have wronged someone.
- In **Matthew 18**, Jesus outlines the steps to follow if we have been wronged - go directly to the other person involved to seek reconciliation. If the issue is not resolved, seek resolution through progressive levels of accountability.
- In **I Corinthians 14**, Paul lays out several foundational principles for interpersonal relationships: 1) We are to strive to build up one another; 2) God's character is not of confusion but of peace; and 3) All things should be done in a decent and orderly manner.
- In **Philippians 2**, Paul exhorts us to: 1) Do nothing from rivalry or conceit; 2) Consider others more important than ourselves, and 3) Look beyond our own interests to the interests of others.
- In **Colossians 3**, Paul urges us to bear with and to forgive each other, as God has forgiven us.
- In **James 2**, Peter teaches to love our neighbors as ourselves, without special favors and privileges.

## ***COMPLAINT POLICY***

As a school community, we recognize that conflict will occur. It is our desire to be peacemakers and to resolve conflict in a Godly manner. It is the intent of the Leadership Team to ensure that all complaints made by any person affiliated in any way with Salem Academy will be taken seriously, documented, and investigated when appropriate. The outcome will be communicated to the complainant in a timely manner unless the outcome requires confidentiality.

- Any person who wishes to file a formal complaint may complete a Complaint Form, available from the school offices or the Administrative Office.
- The Complaint Form will be handled by the appropriate member(s) of the Leadership Team (Building Principals, Finance Manager, etc.) who has oversight responsibility for the employee, student or area of concern.
  - The manager handling the complaint must not be related to the complainant or to any individual who is the subject of the complaint. There shall be no conflict of interest in the investigation of complaints.
  - The manager may not investigate a complaint about herself / himself; in this case the complaint would be passed to that person's supervisor.
  - Any complaints about the Superintendent will be handled by the Chairperson of the Board of Trustees.
- The responsible manager will investigate the complaint and create an action plan for addressing the issue when appropriate.
- The complainant will be contacted and informed of the anticipated timeline necessary to complete the process, and will be contacted again when the complaint has been closed.
- The Leadership Team will save a documented record of all complaints and will review these records regularly in search of trends or problem areas that we can address to continue improving as a school.

# 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. Absences interrupt the smooth and complete process of learning. We urge students to be absent only when absolutely necessary. Class attendance is necessary to gain the full perspective of the class as well as the student's contribution to the class (i.e. collaboration with other students, discussions, and lectures can only happen in a classroom setting and cannot be replicated). Tardiness is disruptive to the education process of the individual student as well as to others in the class.

For an absence to be excused, it must be either due to an unavoidable emergency, illness, or prearranged by the parent (such as in the case of doctor, dentist, orthodontist, memorial or funeral service). Family vacations or other planned absences may be excused by administration if notice is given at least one week in advance. Absences that go unexcused by a parent for two days after the return of the student to school will be considered unexcused.

Parents are advised to use Family Portal or the SA website for all attendance reporting.

## **K-6 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.
- **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:** is generally considered as not being in class with necessary materials when the bell rings.



- **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 (K-4 & Bridge 56)**

- 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 8:30 a.m. Office staff will begin calling any absentees by 8:30 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. When a student misses school because of being sick, the teacher will get missed work to the family within 24hrs of missed class. When a student is missing school due to a preplanned vacation, the teacher may provide missing work to the family upon return from vacation. **Teachers do not have to provide work to parents prior to a vacation.** 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.

## **K-6 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**

K through 4<sup>th</sup> Grade - Monday – Friday . . . . . 8:15 a.m.—2:50 p.m.

**Bridge 56 - Monday – Friday . . . . . 7:50 a.m.—3:15 p.m.**

### **BEFORE/AFTER SCHOOL CLUBS**

K-5<sup>th</sup> Before School/K-4<sup>th</sup> After School Crusader Kids.....7 a.m.—8 a.m./3 p.m.-5:30 p.m.

Bridge 56 Afterschool Study Club. . . . . 3:15 a.m.—5:30 p.m.

## **EARLY DISMISSAL**

Several days during the school year are scheduled for **early dismissal**. K-4 early dismissal will be **11:15am** and Bridge 56 will be **11:30am**. **No school lunches** will be served.

## **CHILDCARE FOR NON-SCHOOL DAYS**

Childcare for K-5<sup>th</sup> grade students will be available on non-school days (i.e., Summer Break, Christmas Break, Spring Break). Additional information will be provided through the Early Education Department.

## ***ARRIVAL AND DISMISSAL***

### **ARRIVAL**

K-4<sup>th</sup> grade students should arrive at school no earlier than 8:00 a.m. unless registered in our Before/After School Program or have a Bridge 56/secondary sibling (7:45 arrival in gym). Students arriving at or after 8:00 a.m. may go directly to their classroom.

### **DISMISSAL**

Students in full time Kindergarten through 4<sup>th</sup> grade are officially dismissed at 2:50 p.m. Bridge 56 dismisses at 3:15pm. Teachers will escort the children to the pick-up area.

### **LATE PICK-UP**

Parents will be called for all students who are not picked up by 11:45 a.m. or 3:30 p.m. Drop in for Crusader Kids and/or Bridge 56 Study Club is not available.

# 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.

## ***BRIDGE 56***

At Salem Academy we are committed to preparing our students for each incremental learning stage of their education. Our Bridge 56 program is designed to prepare our 5<sup>th</sup> and 6<sup>th</sup> grade students for Jr. High and High School. Our 5<sup>th</sup> and 6<sup>th</sup> grade students learn important study and organizational skills, rotate teachers for core subject classes, and experience a variety of elective classes so they are well prepared for 7<sup>th</sup> & 8<sup>th</sup> and beyond while still under the umbrella of elementary school. As you read through the handbook any items specific to Bridge 56 will be clearly highlighted. This includes our guiding principles for behavior that are based on lifestyle expectations that are referenced in Behavior Guidelines (Appendix C) and our Lifestyle Agreement (Appendix D).

## ***EDUCATIONAL SUPPORT SERVICES***

The Educational Support Services (ESS) Department is a purposefully designed program for kindergarten through twelfth-grade students following the Response to Intervention framework. Services are varied and based on individual needs.

Students enrolled in the ESS program qualify based on an identified learning gap or because they are supported on a service plan for a diagnosed disability (Section 504 Accommodation Plan or Private School Plan/Individual Education Program). When Salem Academy recommends ESS services, parents can access support provided by Salem Academy for their student or seek professional services outside of school.

The Educational Support Services Department is a fee-based program. Fees are determined as follows: Service Plan maintenance fee - \$75.00 per academic school year.

- Tier 1 - Daily Differentiation for Effective Instruction - No fee and included in Salem Academy's personal approach to Education.

- Tier 2 - Supplemental Interventions for Additional Student Support - \$45.00 per month (Sept-May)
- Tier 3 - Intensive Interventions for Remediation – \$150.00 per month (Grade 5-6) (Sept-May)

Students can move between tiers, as needed, based on testing, classroom performance, and/or staff recommendation. For additional information about ESS policies, please visit our school website and/or contact the Director of Educational Support Services.

## ***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***

### **LOWER ELEMENTARY**

The primary curriculums used in our Kindergarten, First, and Second grade classes are Wonders (McGraw-Hill; Language Arts), Purposeful Design (Science), A Beka (History and Math), and DeepRoots (Bible). We focus primarily on the phonetic approach to reading. The lower elementary classes also have varied exposure and experience in Art, Physical Education, Music, Computer, and Library Skills. 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 & BRIDGE 56**

Beginning in 3<sup>rd</sup> grade, the teaching staff uses McGraw Hill (Language Arts), Bob Jones, Purposeful Design (Science), A Beka (History and Math at grade 3-4), HMH “Intro to Math” (for grades 5-6) and DeepRoots (Bible) curriculums. At each grade level the following elective subjects are integrated to provide additional enrichment: Library, Current Events, Art, Music, Computers, and Physical Education. The staff at Salem Academy endeavor to teach to the learning style of each student, regardless of their age.

More specific details about curriculum is available on our website under elementary curriculum.

## ***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.

## ***ENRICHMENT CLASSES***

- Kindergarten through 4<sup>th</sup> grade will participate in Music, Library, Computers, Art, and Physical Education one or two days a week.
- Bridge 56 students will rotate through the following elective wheel during the year: Art, Computers, Journalism, S.T.E.M., Leadership, and Music.

## ***GRADING SCALE***

The grading scale at Salem Academy for Grade 3-6 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:

EE =	Exceeds Expectations
ME =	Meets Expectations
AE =	Approaching Expectations
BE =	Below Expectations

## **BRIDGE 56 GENERAL ACADEMIC EXPECTATIONS**

- All students within the Bridge 56 program at Salem Academy are expected to maintain at least a C average (2.00 GPA). A student whose grades fall below 2.00 GPA OR receives a failing grade at the end of any quarter will be placed on academic probation.
- During the probation period of one quarter, students will be expected to establish and maintain the minimum grade point average of 2.00 GPA and no failing grades. At the end of the probationary period, if the GPA has met the acceptable 2.00 standard, probationary status will be removed.
- Bridge 56 students with two or more D's OR one or more F could attend a mandatory Academic Probation Period from 3:15-4:00pm in either the **principal's office, the office the Director of Student Success** or serve a lunch detention. The number of days necessary is TBD on a case-by-case basis. Please note that attendance at Academic Probation Period takes precedence over sports practice or other cocurricular activities.
- Should a student's GPA remain below a 2.0 or current grades reflect a failing status, a conference will be held between administration, parents, and student to institute a formal academic plan in order to maintain enrollment at Salem Academy, OR the student may be asked to discontinue attendance at Salem Academy.
- An official notification will be extended to the student and parent if/when an individual student is placed on Academic Probation.

## **STUDENT PROGRESS COMMUNICATION**

### **PROGRESS REPORT**

In addition to access through Family Portal, progress reports are also issued by each teacher midway through each grading period, and are sent home with students in grades 3-6 if they have a C or below.

### **REPORT CARDS**

- Student Report Cards are issued at the end of each nine (9) week grading period for grades K-6<sup>th</sup> and will reflect the quality and progress of the student's work during the grading period.
- A copy of the **first** quarter report card is issued at the fall conference. The **second, third, and fourth** grading reports will no longer be mailed but available to view through ParentsWeb. Please print a copy from ParentsWeb for your records.

### **PARENT/TEACHER CONFERENCES**

At the conclusion of the first quarter, parents will be asked to meet with the teacher to discuss student progress. School is dismissed and parent/teacher conferences are scheduled during this time. Optional parent or teacher requested conferences are available in the spring.

## **ACHIEVEMENT EXPECTATIONS**

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

## **STANDARDIZED TESTING**

Students are tested using STAR to inform instruction and differentiate learning.

## ***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 -6 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.
- 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.
- 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, anecdotal records, records of conversations, requests to review and/or amend records, discipline records, IEP, and such additional information as the school may prescribe.

- The parent's right to inspect and review the student's educational records is covered by OAR 581.021.0230 and 581.021.0240.
- Transcripts for graduating seniors are **not** sent automatically. Requests **MUST** be made by contacting the High School Office. Transcripts will be provided for students as they prepare applications for college acceptance. After the 6th transcript provided for a student there will be a \$5 charge for each additional transcript to cover the school's costs in this process.
- Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's educational records, provided they are in the sole possession of the maker.

## **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.

# 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 B & C**.

## **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 C**. Information pertaining to detention and other forms of formal consequences can also be found in the same appendix.

## GUIDING PRINCIPLES FOR DRESS AND APPEARANCE

Our desire is to bring honor to Jesus Christ in all that we do; yet it is not our intent to overspiritualize 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 SA administration and faculty. Simply put, students are expected to accept and abide by the following standards in a spirit of submission to authority and consideration for the values and convictions of all members of the SA community.

### MODESTY

For the purpose of establishing appropriate dress and appearance standards at SA, we define “modesty” as including, but not limited to:

- Clothing that is not sexually provocative, nor draws inappropriate attention to the individual wearing it. For the sake of clarity, some particular guidelines include, but are not limited to:
  - Generally, hem lengths should be a reasonable length that promotes modesty.
  - Clothing should not be tight-fitting or revealing.
  - Clothing should not draw undue attention to particular parts of the anatomy (i.e. phrases across the seat of pants).

- Jeggings, tights/leggings, or yoga pants can be worn with front and back coverage.
- All undergarments (bralettes and sports bra straps, etc.) and boys boxers/briefs cannot be visible.
- For girls: piercings in the ears only. ○ For boys: no piercings. ○ Hair that is well groomed.

## **NEAT AND APPROPRIATE**

For the purpose of establishing appropriate dress and appearance standards at SA, we define “neat and appropriate” as including, but not limited to:

- Coming to school dressed in a manner that conveys a mindset of taking school seriously, having a general appearance that conveys a mindset of caring about how one looks, and carrying oneself in a manner that portrays self-respect.
- Clothing that is in good condition, hemmed where appropriate and sized properly for the individual who is wearing it.
- Clothing that is not distracting or disruptive to school and classroom activities. ○ Small holes and/or shreds are acceptable in jeans – no skin showing 4” skin above the knee. ○ Clothing that may be casual, but not shoddy or sloppy
  - In general hats at school must be worn in a fashion that eye contact can be made with the individual. Hoods and hats should be down/off during all class time. ▪ Athletic wear is allowed. Shorts will be the appropriate length to promote modesty. ○ Clothing and other apparel that may include graphics and text that are non-offensive in nature, promote school spirit, or exemplify Christian values, as opposed to text or graphics that may be profane, vulgar, or offensive in nature.
- Clothing that matches biological sex of the student.

The above standards apply to all school activities, including field trips and athletic and social events. When a student’s dress and appearance lacks modesty and neatness, appropriate effort will be made to correct it.

In the event that a student’s dress and appearance becomes inappropriate enough that suspension or expulsion from school is being considered, policies and procedures are in place for how those situations will be processed.

## ***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, lock-down drills, building evacuation drills, and stranger-danger drills).

### **SCHOOL CLOSURES**

Announcements made concerning weather-related delays or closures at Salem Academy will be posted after 6am at [www.salemacademy.org](http://www.salemacademy.org) and sent directly to parents via Parent Alert

(via text, email, or voice message). You can set-up your notification preferences for Parent Alert via Family Portal. Announcements will also be made over most Salem and Portland area radio/TV 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***

### **IMMUNIZATION REQUIREMENTS**

Per Oregon Law (ORS 433.235 through 433.284 and OAR 333-050-0010 through 333-050-0140) shots are required for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.

### **INFECTIOUS DISEASE OUTBREAKS**

Per Oregon Law (OAR 333-019-0010 and OR-OSHA) to protect the public health, an individual who attends or works at Salem Academy may not attend or work at a school while in a communicable stage of a restrictable disease, unless otherwise authorized to do so under these rules. A susceptible child or employee (meaning at risk due to incomplete immunizations or approved exemptions) who has been exposed to a restrictable disease (meaning a reportable disease for which an immunization is required under OAR 333-050-0050) must be excluded by the school administrator unless not necessary to protect the public's 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 without medication 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 form links are available through Family Portal.](#)*** 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)
- Completed Medication Permission Form

## **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**

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 live lice.
- **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 100+ degree temperature will be asked to be picked up immediately.

## **ELECTRONIC DEVICES**

Electronic devices must be turned off and out of sight while on campus. Please also note:

- 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 does not currently offer a lunch program.

## ***CHAPEL***

- Students participate weekly in chapel.
- Students are grouped by age for chapels: Preschool-1<sup>st</sup>, 2<sup>nd</sup>-4<sup>th</sup>, and Bridge 56.
- 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 holidays and special events throughout the school year.
- 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**

**Honor Roll and Principal's List:** Placement on Honor Roll or Principal's List is determined quarterly by grade point average for Bridge 56 only.

Honor Roll – 90-95%

Principal List – 96% and above

**Character/Virtue Award:** The Character/Virtue Award is given in chapel monthly to students who exemplify outstanding behavior and Christ-like attitude. Teachers will select students in their homeroom each quarter. Parents will be notified in advance if their student will be receiving the Character/Virtue Award in chapel.

## **COMMUNICATION TO/FROM TEACHERS**

You can also access information about your child's progress through Family Portal. 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 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)**

Pledges are a part of the curriculum of Salem Academy 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**

---

### ***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: TEXTBOOK AND LIBRARY BOOK CARE GUIDELINES***

- There is NO underlining permitted in textbooks or library books. All ink, pencil, marker, highlighter, tape, food/beverage stains, gum and water damage will incur a charge. Students are expected to take care of these books conscientiously, remembering they are school property.
- ***Please use only school provided paper covers on textbooks.*** The paper covers will be given to students during textbook check-out at the beginning of each school year. Extra covers are available in the library throughout the school year in case a replacement is needed. Textbooks are required to be covered in paper for the duration of the school year. *Do not tape the covers to the textbook directly....tape paper to paper only.*
- Students are advised to keep textbooks flat as much as possible, including in their lockers. Textbooks are heavy and the weight of the pages tears the book off the spines when they stand in an upright position.
- Students/parents need to refrain from making their own book repairs. The Librarian has the proper materials to fix damaged books...any other materials (such as Scotch tape) causes further work and damage. If a student has a damaged textbook or library book, please have them bring it to the Librarian to evaluate and fix AS SOON AS DAMAGE IS FOUND. The Librarian can issue a new one if needed. It is not advised that the student wait until the end of the school year to bring damage to someone's attention.
- All damage to books is assessed and noted at both check-in and check-out. A student will not be issued a book that isn't in useable condition. This also includes items checked out by a teacher from the classroom.
- Each student is responsible for what happens to the textbooks they check out. Any damage to a book will be charged to the student to whom it is checked out.
  - a. it is not advisable to store your textbook in the classroom where others may take and use it interchangeably with their own.
  - b. Loaning a textbook or library book to another student comes with a risk...if the book is lost, it will still need to be paid for by the student to whom it was checked out.
  - c. If a student or parent is aware of someone intentionally or maliciously damaging a book checked out to another student, they should notify the building principal immediately.
- Normal wear and tear on these books is taken into consideration when the books are being evaluated for damages. The librarian and/or building principal will make the final decision on charges based on replacement cost or a percentage of the total value of the book (current market value). Our goal is always to salvage the book first and replace only when it cannot be repaired adequately.
- All lost and damaged textbooks and library books will need to be paid for in a timely manner once the student/parent has been notified by the Librarian. The parent will have three weeks to pay or it will be added to their FACTS account with the school.
- THANK YOU for your help in caring for our textbooks and library books; they are expensive and great effort has been made to see that these textbooks and library books are clean and repaired for this school year. Everyone including teachers, students and parents are responsible for making sure that we are good stewards of the money spent on these books.

## ***Appendix C: 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.

Conduct Violation	Description	Range of Consequences and Sanctions
Non-Payment Of Fees, Fines, and/or Restitution For Accidentally Damaged or Lost Property	Includes but not limited to athletic fees, damaged/lost book fees, parking fees/tickets.	<b>1st Offense: Warning/Parent Contact/Conference</b> <b>2nd Offense: Hold on registration for extra-curricular activities/release of academic records, or re-enrollment</b> <b>3rd Offense: Referral to collection agency</b>
Dress Code	Noncompliance with dress and appearance standards of modesty and respect for others. Includes inappropriate slogans, logos, illustrations displayed on clothing.	<b>1st Offense: Warning (student may be required to change clothing immediately)</b> <b>2nd Offense: Lunch detention and must change clothing (unexcused absence if not returning to school)</b> <b>3rd Offense: After school detention and must change clothing (unexcused absence if not returning to school)</b> <b>4th Offense: 1-3 day in school or out-of-school suspension and conference with parent</b> <b>5th Offense: Long term suspension(4-10 days)/behavior contract</b>
Attendance - Tardiness	Any unauthorized absence from class without prior permission from parent or person in parental role. Late to class but arrives within 10 minutes of the beginning of class.	<b>Parent contact / conference Removal from classroom or activity</b> <b>School-based community service or special project</b> <b>Detention</b> <b>In-school suspension</b> <b>Out-of-school suspension</b>
Inappropriate Display Of Affection	Displays of affection that includes, but not limited to: kisses, sitting on each other's laps, massages at school or school events.	<b>1st Offense: Warning &amp; parent contact</b> <b>2nd Offense: after school detention</b> <b>3rd Offense: 1-3 day in school or out-of-school suspension and conference with parent</b> <b>4th Offense: Long term suspension (4-10 days)/behavior contract</b>
Inappropriate Use Of Electronic Devices, network, & internet access	Includes but not limited to: inappropriate cell phone use during class (texting, calling, posting to social media), playing device at high volume.	<b>1st Offense: confiscation of related device &amp; parent contact</b> <b>2nd Offense: after school detention &amp; parent contact</b> <b>3rd Offense: 1-3 day in school or out-of-school suspension, loss of use to all school electronic devices &amp; parent conference, behavior contract</b> <b>4th Offense: Long term suspension (4-10 days)</b>

<b>Inappropriate Language / Inappropriate Electronic Communication</b>	Verbal or visual expressions (gestures, spoken, written or electronic) that are demeaning or degrading. Includes, but not limited to: profanity, gossip, filthy words, sexual innuendoes, images, drawings, and degrading comments. This includes, but not limited to: texting, postings on social media, lockers, clothing, backpacks, etc.	<b>1st Offense:</b> Warning/lunch detention/confiscation of related device & parent contact <b>2nd Offense:</b> after school detention & parent contact <b>3rd Offense:</b> 1-3 day in school or out-of-school suspension & parent conference <b>4th Offense:</b> Long term suspension/behavior contract
<b>Lying / Forgery / False Report</b>	Verbal, written, or otherwise-implied statement of untruth (partial or half-truth). Includes using someone's signature. See Honor Code. Also includes falsely accusing another as a means of reprisal, retaliation, or a means of hazing, harassment, intimidation, bullying, cyberbullying, or menacing.	<b>1st Offense:</b> resubmission/loss of credit for academic work & parent contact/conference <b>2nd Offense:</b> 1-3 day in school suspension or out-of-school suspension & parent conference <b>3rd Offense:</b> Long term suspension/behavior Contract <b>4th Offense:</b> Withdraw/expulsion/denial of re-enrollment
<b>Cheating</b>	Behavior that a student undertakes to improve any aspect of class performance or outcome for their self or others, such as during a test or other individual assignment - See Honor Code	<b>1st Offense:</b> resubmission/loss of credit for academic work & parent contact/conference <b>2nd Offense:</b> 1-3 day in school suspension or out-of-school suspension & parent conference <b>3rd Offense:</b> Long term suspension/behavior Contract <b>4th offense:</b> Withdraw/expulsion/denial of re-enrollment
<b>Plagiarism</b>	Not properly citing someone else's work; giving the appearance of someone else's work as one's own for the purpose of fraudulently gaining some advantage. See Honor Code.	
<b>Disruptive Behavior / Insubordination</b>	<p>Unreasonable conduct that disrupts the learning environment or a school activity. Includes, but not limited to: behavior that is likely to result in injury and/or property damage; disobeying or defying authority of school personnel; verbal, physical, and/or profane or rude behavior; disrupting classroom or school activity; behavior that constitutes a safety risk to the student or others.</p> <p>Also includes repeated and multiple referrals for misconduct, such as dress code, tardiness, honor code violation, etc. or violation of an individualized academic or violation of an individualized behavioral contract.</p>	<b>1st Offense:</b> warning & parent contact <b>2nd offense:</b> removal from class, lunch detention/after school detention & parent contact <b>3rd Offense:</b> 1-3 day in school or out-of-school suspension & parent conference, behavior contract <b>4th Offense:</b> Long term suspension (4-10 days) <b>5th Offense:</b> Withdraw/expulsion/denial of re-enrollment

<b>Misuse Of Computer Network And Internet Access</b>	Violation of Salem Academy's Technology Acceptable Use Policy. See Appendix A.	Temporary loss of computer and network access Parent contact / conference School-based community service or special project Permanent loss of computer and network access Removal from classroom or activity Restitution Detention Suspension Expulsion
<b>Property Damage And Theft</b>	Deliberate or intentional damage or destruction or theft of property belonging to school, students, and any other person while on campus. Includes: fire setting, vandalism, improper care of books, lockers, and other equipment.	<b>1st Offense:</b> warning & parent contact <b>2nd offense:</b> removal from class, lunch detention/after school detention & parent contract <b>3rd Offense:</b> 1-3 day in school or out-of-school suspension & parent conference, behavior contract <b>4th Offense:</b> Long term suspension (4-10 days) <b>5th Offense:</b> Withdraw/expulsion/denial of re-enrollment

## 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.

## **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 D: LIFESTYLE AGREEMENT – BRIDGE 56***



## LIFESTYLE EXPECTATIONS AT SALEM ACADEMY

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. The Mission and Vision of the school is to provide an excellent education, from a Christ-centered, biblical perspective, so that students might know and serve God.

In order for an environment to exist that can foster this goal of excellence for all students at Salem Academy, it is important that individual students understand there are guiding principles for behavior that are based on lifestyle expectations. These expectations reflect our Core Values of Integrity, Servanthood, Mutual Trust and Respect, and Stewardship. Students of Salem Academy will be held to these lifestyle expectations at all times, whether on or off campus and while school is in session or out of session. The context for these lifestyle expectations 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)

I REALIZE THAT SALEM ACADEMY IS A CHRISTIAN, BIBLE-BASED SCHOOL AND AS A RESULT HAS CERTAIN LIFESTYLE EXPECTATIONS. WITH THAT UNDERSTANDING, I MAKE THE FOLLOWING COMMITMENT:

At all times both Inside and Outside School I will:

- Live a life that exemplifies our Core Values of Integrity, Servanthood, Mutual Trust & Respect, and Stewardship.
- Honor God in respecting His creation narrative clearly indicating an intentional distinction between male and female genders born out of the “image of God.”
- Practice God-honoring, Biblical principles of purity in my personal life and in my relationships, believing that scripture teaches engaging in acts that are outside the biblical definitions of marriage and gender distinction are harmful to the individuals involved and to the school community as a whole.
- Honor God, myself, and my parents with my use of technology (texting, web searches, social networking, etc.).
- Not use tobacco, alcohol, illegal drugs or abuse legal drugs.

**By my signature below, I certify that I understand the lifestyle expectations at Salem Academy and will make every effort to follow these expectations. I further realize that attendance at Salem Academy is a privilege and I will do my best to obey all school rules and policies as they can be found in more detail in the Parent/Student Handbook. I understand that failure to keep these commitments may result in suspension or expulsion from Salem Academy.**

---

Student Name

---

Student Signature

---

Date

---

Parent Name

---

Parent Signature

---

Date