



Parent/Student HANDBOOK

Secondary School (7th-12th Grades)

Welcome to Salem Academy

Welcome to Salem Academy Christian Schools, or SA for short!

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 – everything we do at SA flows out of these key foundational statements. 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 other school-related topics.

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

***Updates highlighted.**

TABLE OF CONTENTS

Table of Contents

FOUNDATIONAL DOCUMENTS	6
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	9
Ethical Decision Makers	10
Community Builders	10
Servant Leader.....	10
PARENTAL PARTNERSHIP	10
SEPARATED FAMILIES	12
 General Policies and Procedures.....	 13
NONDISCRIMINATION POLICY	13
ALLEGED CHILD ABUSE/NEGLECT	13
TECHNOLOGY ACCEPTABLE USE POLICY	13
PARTNERS IN EDUCATION (P.I.E.).....	13
CONFLICTS AND GRIEVANCES	14
 ACADEMICS	 15
PHILOSOPHY OF ACADEMICS	15
EDUCATIONAL SUPPORT SERVICES	15
CURRICULUM.....	16
GRADUATION.....	16
GRADUATION REQUIREMENTS.....	16
EARLY GRADUATION	16
SENIOR PART-TIME STUDENTS	17
HONORS DIPLOMA	17
GRADING SCALE.....	17
HOMEWORK.....	17
SCHEDULING	17
SCHEDULE CHANGES.....	17
EARLY RELEASE.....	18
SENIOR YEAR REQUIREMENTS	18
PART-TIME/FULL-TIME STUDENTS DEFINED	18
STUDY HALLS	18
ACADEMICS AND ACTIVITY ELIGIBILITY	18
GENERAL EXPECTATION.....	18
GRADE CHECKS	19
ACTIVITY ELIGIBILITY	19
HONOR SOCIETY	19

PROBATION	20
COLLEGE CREDIT	20
STUDENT RECORDS	21
TRANSFER STUDENTS	21
INCOMING STUDENTS	21
OUTGOING STUDENTS	21
OFF-CAMPUS CREDITS	22
FIELD TRIPS	22
AWARDS	23
GUIDELINES FOR SUCCESS	24
ATTENDANCE	24
EXCESSIVE ABSENCES (<i>excused and unexcused</i>)	24
DEFINITIONS	24
COCURRICULAR ACTIVITIES	27
STUDENT ABSENCE PROCEDURES	27
TARDY POLICY	27
SKIP DAY	27
CLOSED CAMPUS	27
GUIDING PRINCIPLES FOR BEHAVIOR	29
BEHAVIORAL GUIDELINES FOR SUCCESS	29
LIFESTYLE EXPECTATIONS	29
STUDENT RELATIONSHIPS	30
HARRASSMENT AND TEEN DATING VIOLENCE PREVENTION POLICY	30
GUIDING PRINCIPLES FOR DRESS AND APPEARANCE	30
OUTLINE OF DRESS CODE VIOLATIONS	<i>Error! Bookmark not defined.</i>
SPECIAL EVENT ATTIRE	32
Ladies	32
Gentlemen	32
ACADEMIC GUIDELINES – HONOR CODE	33
DEFINITIONS OF POSSIBLE DISCIPLINARY ACTIONS	34
DETENTION	34
SUSPENSION	35
DENIAL OF RE-ENROLLMENT/DISMISSAL	35
EXPULSION	35
EXPULSION PROCEDURES AND OPPORTUNITY FOR APPEAL	36
DRUG AND ALCOHOL TESTING	36
MISCELLANEOUS	37
SOCIAL ACTIVITIES	37
ELECTRONIC DEVICES	37
INTERNATIONAL STUDENT PROGRAM (ISP)	37
LOCKERS	38
ASSIGNMENT	38
CARE OF	38
LOCKER SEARCH	38
LOST AND FOUND	38
MEDICATION AND HEALTH	39
IMMUNIZATION REQUIREMENTS	39
INFECTIOUS DISEASE OUTBREAKS	39
HEALTH INFORMATION	39

<i>MEDICATIONS</i>	39
SAFETY/SECURITY	40
<i>EMERGENCY PROCEDURES</i>	40
<i>SCHOOL CLOSURES</i>	40
<i>SKATEBOARDS, BICYCLES, ETC.</i>	40
SEARCH AND SEIZURE	40
STUDENT PARKING	40
USE OF SCHOOL PHONE	41
VISITORS	41
 BELL SCHEDULES	 42
 CONTACT INFO	 43
Main Campus – Secondary	43
<i>LEADERSHIP TEAM</i>	43
<i>AREA OF RESPONSIBILITY</i>	43
 APPENDIX	 45
Appendix A: TECHNOLOGY ACCEPTABLE USE POLICY	45
Appendix B: LIFESTYLE AGREEMENT	48
Appendix C: PARKING POLICY	49
 SALEM ACADEMY PARKING POLICY	 49
<i>SA Parking Regulations</i>	49
<i>PARKING PERMIT POLICY</i>	51
Appendix D: TEXTBOOK AND LIBRARY BOOK CARE GUIDELINES	52
Appendix E: BEHAVIORAL GUIDELINES AND CORRESPONDING ACTIONS	53

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 SA is to provide an excellent education, from a Christ-centered, biblical perspective, so that our students might 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 all 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 with 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 who 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 forms 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, self-control, perseverance, godliness, brotherly kindness, and love
 - Is involved in a local church
 - Can clearly articulate a personal relationship with Christ
- **Understands and articulates a biblical worldview and operates from that perspective in the world**
 - Develops, articulates, and defends a biblical worldview
 - Demonstrates application and relevance of a biblical worldview to daily decision-making
 - Knows and is able to articulate differences between Christianity and other worldviews
 - Knows how to dialogue effectively with those who hold other worldviews
 - Is able to defend one's faith

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
 - Disperses 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, 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, academic dishonesty, 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 in-writing directly to inform administration if you desire to withdraw you student(s) from Salem Academy and please indicate the reasons for doing so. We appreciate your input and insight. If you are moving or if financial needs arise, we appreciate knowing how we may assist you.**
- **The State of Oregon recognizes a student who has reached his or her eighteenth birthday as being responsible for his or her own actions. This fact does not alleviate responsibility to adhere to all the rules and policies of the school to maintain enrollment. In the desire to uphold the biblical foundation of the family unit, eighteen-year-old students living within the**

household of their parent/guardian under their financial, spiritual, and parental guidance may not obtain such responsibilities and decisions regarding, but not limited to financial, academic, attendance, or custody related obligations. A parent/guardian is to maintain all previously stated obligations and responsibilities and such permissions may not be granted to their eighteen-year-old student(s).

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 Schools 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 SA. 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) and law enforcement have the right to make an unscheduled visit to SA and to 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 to seek permission from the parents/guardians to conduct the interview.
- Any SA 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 to the DHS or law enforcement.

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. 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. This agreement is included in the Parent/Student Signature Form provided each new school year.

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 K-12th grade family is expected to support school programs through Partners In Education (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-12th grade family is asked to contribute 20 volunteer hours per 2-parent household 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 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 \$300 per family or \$150 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.

CONFLICTS 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.

If a student or parent has a concern regarding a class, they should first approach the teacher to resolve the issue directly. If it is a school-wide issue or the initial interactions with the teacher have not brought about resolution, the next step is to contact the principal. Parents and students are invited to provide general feedback at any time using the forms available on Family Portal to "Celebrate Excellence" and to "Help us Be Excellent." If there is a safety issue, inappropriate conduct, or student safety concern of a sensitive nature, please contact the building principal directly.

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 SA is approached through the lens of a Christian worldview and is 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.

EDUCATIONAL SUPPORT SERVICES

The Educational Support Services (ESS) Department is a purposefully designed program for K-12th 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 - \$100.00 per month (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

Here at Salem Academy we define curriculum as a purposeful, organized program of study focused on a specific program or goal. The goal that SA has 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, each student needs to be equipped with a sound biblical perspective that allows him or her to bring glory to God in the area of his or her calling.

The curriculum at SA 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, honed, 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.

GRADUATION

GRADUATION REQUIREMENTS

- Starting with the Class of 2020, graduates are required to complete 24 units of credit in addition to one credit of Bible for each year at SA. Please consult the High School Course Catalog for further details.
- Each student is required to participate in at least 10 hours of community service each year of high school they attend Salem Academy in order to graduate. The service should include any activity for which the student does not get paid or receive other kinds of credit.
- Community service requirements cannot be done in advance, but they may be “made up,” if necessary. Examples of community service projects would be serving as a Sunday school aide, helping in vacation Bible school, doing community clean-up projects, working with senior citizens, being a camp volunteer, and candy striping at a hospital. Examples of school service would include helping with athletic events, sports camps, and campus clean-up.

EARLY GRADUATION

It is not the policy of Salem Academy to have students graduate early, nor does Salem Academy encourage such plans and programs. Exceptions to this policy may be made for truly extenuating circumstances, upon discussion with the administration.

SENIOR PART-TIME STUDENTS

Unless extenuating circumstances dictate otherwise, seniors are expected to be full-time students. Arrangements for less than full-time status for seniors must have administrative approval. Requests for part-time status for seniors can be submitted to the Administration.

HONORS DIPLOMA

Students will have the opportunity to earn an Honors Diploma through the successful pursuit of a truly demanding course load throughout their high school career. In addition to the standard graduation requirements described above, Honors Diploma recipients must complete at least 14 Honors level courses over their high school years. They must hold an unweighted cumulative GPA of 3.0 or higher, and must complete all high school courses with a grade of "C-" or higher. For further details please contact the principal or guidance counselor.

GRADING SCALE

The grading scale at Salem Academy is based on the following:

- A - Superior
- B - Excellent
- C - Satisfactory
- D - Below Average
- F - Failing
- I – Incomplete
- W – Withdrawal

PLEASE NOTE: *Some classes will carry a PASS or FAIL grade only. These classes **will not count** in computing the grade point average.*

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. Whenever a student is absent or misses class work, that student is responsible to find out which assignments were missed.

SCHEDULING

SCHEDULE CHANGES

Prior to the first day of school each year, there will be a designated week in August for students to request schedule changes. Once classes begin, a student has within the first 3 class days of a semester for a final request to change their schedule.

For more details, including prerequisites for courses, see the schedule policy in the Course Catalog. A schedule change may be made after the deadline for withdrawal only if the change is initiated by the guidance department or administration.

EARLY RELEASE

Early release from school, available only to seniors, must be approved by administration. Early release does not allow for a student to miss weekly chapels, class meetings, or student assemblies. All students must attend these scheduled events.

SENIOR YEAR REQUIREMENTS

Seniors must be on-campus for at least five classes in each semester in order to maintain full-time student status and to be eligible to participate in cocurricular activities. We encourage all students to choose a full and challenging schedule of classes for all four years of their high school career. Challenging and motivating work throughout high school will be the best preparation for college. Arrangements for less than full-time status must have Administrative approval.

PART-TIME/FULL-TIME STUDENTS DEFINED

Since we run on an 8-period schedule, student tuition will be charged according to either the junior high or high school rate based on the number of classes taken:

- 1-2 classes = $\frac{1}{3}$ x (Jr. High or HS Tuition)
- 3-4 classes = $\frac{2}{3}$ x (Jr. High or HS Tuition)
- 5+ classes = Full rate of (Jr. High or HS Tuition)

Full-time is anything 5 periods or more. Part-time status at Salem Academy may be granted through the school's non-traditional student program. Contact the High School Office for details of this program. Arrangements for less than full-time status must have administrative approval.

STUDY HALLS

High School Study Hall is a supervised time specifically intended for students to study and complete schoolwork. For this reason it is important to maintain a quiet and studious atmosphere. If a student consistently disrupts the studious atmosphere or misuses their time in Study Hall, the administration will contact the parents and may schedule the student into another class in order to preserve the value of the Study Hall time for all students.

ACADEMICS AND ACTIVITY ELIGIBILITY

A student must meet Salem Academy eligibility requirements to participate in athletic, student government, or other cocurricular activities. The pursuit of excellence is a vital part of Salem Academy's program. Salem Academy students are expected to do their best to achieve their full academic potential.

GENERAL EXPECTATION

- Any student admitted into the regular academic program at Salem Academy is 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 semester will be placed on academic probation.
- During the probation period of one semester, students will be expected to establish and maintain the minimum grade point average of 2.00 and no failing grades. At the end of the probation period, if the GPA has met the acceptable 2.00 standard, probationary status will be removed.
- If the GPA remains below 2.00, or current grades reflect a failing status, a conference will be held between the administration, parents, and student, to institute a formal plan to keep the student at Salem Academy, or the student may be asked to discontinue attendance at Salem Academy Christian Schools.

GRADE CHECKS

Grade checks will occur approximately every 4.5 weeks (at mid-quarter and end of quarter).

- High school students with two or more D's or one or more F are automatically placed on academic probation.
- Follow-up grade checks will occur every 2 weeks; if the student's grades remain below the accepted level, the above measures will be repeated.
- Teachers will react proactively to causes for concern in student performance, contacting parents if a major assignment is missed or failed, or if a normally healthy grade falls to D/F in addition to automated email notifications via FACTS/RenWeb.

ACTIVITY ELIGIBILITY

Participation in any activity or program must be earned by the student through the maintenance of acceptable scholastic standards and consistent punctuality, as well as praise-worthy conduct both in the classroom and as a representative of the school to the community. In order for Salem Academy students to maintain the highest level of achievement to participate in athletic, cheerleading, student government, or other cocurricular activities, the following standards exist:

- **All Other Activities**
 - **Attendance:** in order to participate in cocurricular activities, students are expected to be at school for their classes. If a student is absent, but it has been excused per the general attendance policy, they may participate in cocurricular activities **EXCEPT** in the case of illness (with doctor's note) and if the student was absent more than 3 class periods the day of the activity. Any student showing an unexcused absence for any class period that day will not be eligible to participate.
 - **Academic:** if a student receives two or more D's and/or one or more F's in classes or falls below a GPA of 2.00 at the curricular **scheduled grade checks**, he/she will be declared ineligible to compete in cocurricular activities. See "Ineligibility" below for details.
 - **Behavior:** if the student earns an unsatisfactory behavior report (excessive tardiness, lack of cooperation, excessive detentions, etc.), he/she may be declared ineligible for **any school activities where the student would be absent from classes**.
 - **Ineligibility:** the period of ineligibility will last 2 weeks. During the ineligible period, the student will be expected to attend all practices **that do not require missing class time**. Should the student's grades or behavior not meet acceptable standards, ineligibility will continue until the next grade report is issued.
 - ❖ Students who are academically ineligible after scheduled grade checks may be reinstated to full participation before the end of the 2-week period if they raise all grades to a C or higher.
 - ❖ Students who are ineligible academically may not miss any class time for practices, games, and/or extracurricular school-related activities.

HONOR SOCIETY

Salem Academy's chapter of the National Honor Society is the Victor's Chapter. It is this nationwide organization's desire to recognize those students who have reached the highest level in academics, service, leadership, and character. It is, therefore, Salem Academy's aim to make membership to NHS a true society of honor. Membership is attained by invitation only, and determination of membership is based not only on scholarship, but also on leadership, service, and Christian character.

- Only juniors and seniors will be eligible for recognition by our chapter of NHS.

- All juniors or seniors must have maintained a 3.5 cumulative GPA or higher to be eligible to apply for NHS. Once inducted, if the cumulative GPA drops below 3.5 for a semester, there will be a probationary period to improve their GPA.
- All seniors must have taken at least six honors level classes.
- Juniors must have completed at least two honors level classes - with the understanding that they will complete all six required honors, or dual credit by senior year.
- Candidates must have held a leadership position in any activity while in high school and accumulated a minimum of 30 community service hours. For matters of character, please refer to Salem Academy's Honor Code.

PROBATION

The purpose of probation is to provide a student with a structured opportunity to succeed academically and/or in their conduct and relationship with others. Probation provides a formal framework that allows a student a specified time to improve and develop, focus on growth, address issues preventing success, and work with strategies and supports.

An incoming or enrolled student may be placed on probation when the administration determines attendance, academic, or behavior pattern and/or past record indicates success at Salem Academy is in jeopardy.

During probation the student will be monitored carefully to note whether or not he/she is positively exhibiting effort to improve their attitude and actions.

At the end of any probationary period, the administration reserves the right to determine whether or not the student will be allowed to continue at Salem Academy.

COLLEGE CREDIT

Several courses offered at Salem Academy have been approved by local colleges or universities to receive concurrent college credit (dual credit). Such college credit is earned by students who earn a sufficient grade in the course and pay a minimal registration fee to the institution providing the college credit.

- | | |
|----------------------------|--------------------------|
| • Biology II | • Physics |
| • Genetics | • Spanish IV |
| • Functional Anatomy | • Pre-Calculus |
| • Bioethics/Apologetics | • Honors Biology I |
| • Calculus I | • Advanced Bible Methods |
| • Statistics & Probability | • Spanish II |
| • Honors English III | • Spanish III |
| • Honors English IV | • Intro to Education |
| • Honors US History | • Chemistry |
| • Honors US Government | • Psychology |
| • Honors European History | • Honors Art |

Salem Academy students may advance beyond the highest level of courses offered at SA. Such students are qualified to enroll concurrently at a local college or university. Administration and the Guidance Office should be contacted to determine conditions and feasibility for such situations.

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, 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.
- 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 STUDENTS

INCOMING STUDENTS

If students transfer at any point other than the first semester of their freshman year, they will normally have credits earned at another school.

- Within 10 days of enrollment at SA we will send out a request for student records from their former school.
- Transcribed credits from accredited schools will be accepted as received, but may be categorized differently due to the fact that credits may not fall under the same subjects at Salem Academy.
- Credits coming from non-accredited schools are not automatically accepted at Salem Academy; the credits will be reviewed for sequence and content.
- In addition, there may be placement exams for particular required subjects.
- Students will be subject to the graduation requirements that are applicable to their class at the time of the transfer.

OUTGOING STUDENTS

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

OFF-CAMPUS CREDITS

Students wishing to take a course outside of Salem Academy (either through offsite programs, summer school, or online courses) must submit a written request to the High School Office to be approved by the administration **prior to the beginning of the course in question.**

- The acceptability of outside courses for Salem Academy credit will be evaluated on their content, expectations, homework requirement, and Christian perspective.
- **Off campus courses must be taken through an accredited program.**
- In some cases, courses may be approved with the understanding that they would be reflected as a P/F on the transcript rather than as a letter grade.
- Outside courses will be reflected on student transcripts upon Salem Academy receiving official records from the educational institution providing the class.
- All core graduation required classes must be taken at Salem Academy unless otherwise approved by the administration.

FIELD TRIPS

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, and teachers may require that students take notes and apply what they have learned when they return to their "traditional" learning environment.

- Parents will be given advanced notification of any field trip.
- Parents may be asked to chaperone a group of students. An approved background check must be on file in order to chaperone. In the event that a parent commits to be in a supervisory position, 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.
- Students are not to drive their own vehicles unless prior approval is given by the administration. Under no circumstances are students allowed to ride with another student to a field trip.
- All medication for students on field trips must be provided by the student's parent and given to the designated SA staff person. No medication may be kept personally by students.
- If a student is absent for a Field Trip, the teacher may assign work to allow that student to receive the information or to participate in an approximation of the learning experience they missed.

AWARDS

There are a variety of awards presented at the completion of the school year:

- **Subject Awards** – At the end of the school year, teachers in each department will select students who deserve recognition. Each department will decide the criteria for recipients.
- **Character Awards** – At the end of the school year, one male and one female high school student will be recognized for their embodiment of one of SA's four Core Values (see p.7). Nominations will be accepted from students and staff and final decisions will be made by the administration.
- **Valedictorian** – Annually, the title of class valedictorian(s) will be awarded to the student(s) with the highest academic scholarship record for all classes during their high school studies. Ranking shall be done at the end of their 7th semester. Criteria for determining scholarship ranking will include:
 - The initial pool of candidates will include all students with a cumulative unweighted GPA of 4.0 for their entire school course work at the end of their 7th semester.
 - All eligible students must have completed a rigorous course of study at Salem Academy
 - defined as follows:
 - Four years of English
 - Three years of Social Science including Gov't/Econ or Honors Government
 - Mathematics through the Pre-Calculus and/or Statistics level
 - Three years of lab-based Science
 - Beginning with the Class of 2022, the student must be eligible for the Honors Diploma (see p. 17) to be eligible for the title of valedictorian.

Valedictorian Speech – The valedictorian speaker will be selected by a committee of administrators and teachers during the final quarter using the following criteria:

- **SA Attendance:** All eligible students must have been enrolled full time at Salem Academy High School for two years.
- **Discipline History:** The valedictorian speaker must have had no discipline that would merit suspension during their junior or senior year.
- **Speech:** Each candidate will submit to the selection committee their speech to be delivered at graduation.
- **Salutatorian** – The student(s) with the next highest GPA who have completed the criteria below will be acknowledged as the class salutatorian:
 - All eligible students must have completed a rigorous course of study at Salem Academy defined as follows:
 - Four years of English
 - Three years of Social Science including Gov't/Econ or Honors Government
 - Mathematics through the Pre-Calculus and/or Statistics level (effective class 2015)
 - Three years of lab-based Science
 - Beginning with the Class of 2022, the student must be eligible for the Honors Diploma (see p. 17) to be eligible for the title of salutatorian.

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 pre-arranged by the parent (such as in the case of doctor, dentist, orthodontist, memorial or funeral service). Employment is not an excusable absence. Absences that go uncleared by a parent 24 hours after notification sent from the office will be considered unexcused. An unexcused absence will result in an after-school detention for the student and may carry natural academic consequences based on individual class policies. Once an absence is unexcused and a detention has been issued, it will remain on record.

Parents are advised to use [High School](#) and [Junior High](#) attendance online forms (links also available through Family Portal or the SA website) for all attendance reporting. Because the school is responsible for safety and supervision of all students, the following policies apply to all students, including those who are 18 years old and students attending Willamette Career Academy.

EXCESSIVE ABSENCES (excused and unexcused)

Salem Academy desires success for all students. We recognize that if a student is not in school, academic success is very difficult. In order to promote consistent school attendance, parents will be notified to conference with administration should a student's record show excessive absences. A total of 10 or more absences per semester in a particular class is considered excessive.

DEFINITIONS

Absence: students who are not in class when attendance has been posted. This means 10 minutes after the start for all class periods. There are two types of absences: excused and unexcused.

Tardy: when student is not in the classroom when it is time to begin class or unprepared for class

based on a teacher's policy. Each teacher will identify their policy within the class syllabus provided or through other direct communication to parents.

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.

Unexcused Absence:

1. When a student accumulates their first or second unexcused absence an automated notification will be sent via RenWeb. The student will receive discipline according to the handbook for missing class unexcused.
2. School work missed due to an unexcused absence cannot be made up

Quarterly Attendance Review

- **8 total absences in a quarter** (excused and unexcused combined) in a particular class is considered **excessive**.
- Upon reaching this threshold:
 - The student will be required to attend an **attendance conference** with the **Vice Principal and Principal**.
 - Parents will be notified.
 - The purpose of the conference is to review attendance patterns, discuss barriers to attendance, and establish expectations and supports moving forward.
 - The student will be placed on **attendance probation**.

Semester Attendance Threshold

- **16 total absences in a semester** (excused and unexcused combined) in a particular class constitutes **chronic absenteeism**.
- When a student exceeds **16 absences in a semester**:
 - **Additional absences beyond 16 will result in removal from the course and loss of academic credit**, subject to administrative review. (High school only)

When a student is removed from a class due to excessive absences, the student's schedule must be adjusted to ensure appropriate supervision and structure during the school day. (High school only)

- **Any academic course dropped as a result of excessive absences will be replaced with a Study Hall**, as assigned by administration. (High school only)
- Study Hall assignments are administrative placements and are not optional.
- Study Hall periods are supervised and may be used for academic work, attendance recovery expectations, or administrative support as determined by the school.

Administrative Review and Discretion

Attendance matters are reviewed on a **case-by-case basis**. Administration reserves the right to consider:

- The nature and documentation of absences
- Patterns and timing of absences

- Total instructional time missed
- Efforts made by the student and family to improve attendance
- Special circumstances or administrative approvals

Outcomes may be adjusted when deemed appropriate in order to best support student success while maintaining the integrity of the academic program.

School Related Absences:

A school related absence is defined as (1) absence due to a school-sponsored event for the participant (2) absences due to suspensions. These absences will not be counted toward the 8 or 16 absences for review. Two days school related absences per year will be added for college visits.

Absences are classified as either excused or unexcused:

Examples of excused absences:

1. School sponsored activities
2. Illness
3. Family emergencies
4. An Activity which has been approved by both the principal and parent/guardian prior to the absence
5. Pre-approved family vacations

Class work missed during an excused absence may be made up.

Examples of unexcused absences:

1. Shopping
2. Getting a haircut
3. Skiing
4. Picking up a tuxedo
5. Any absence not verified by the parent/guardian within the allotted time to excuse any absence
6. Leaving campus without permission from the office
7. Coming to school but not attending any or all classes or authorized activities
8. Is somewhere other than at school when parents/guardians/administration think the student is at school
9. Obtaining permission from a teacher or the office to go to a certain place on campus, but does not go there
10. Employment

Unexcused absences can have a severe impact on a student's grades and connection to school community. Work missed due to an unexcused absence cannot be made up.

COCURRICULAR ACTIVITIES

In order to participate in cocurricular activities (i.e., athletics, choir, band, drama), students are expected to be at school for their classes. Any student showing an unexcused absence for any class period on the day of competition or performance will not be eligible to participate.

If a student is absent but it has been excused per the general attendance policy, they may participate in co-curricular activities except in the case of illness.

STUDENT ABSENCE PROCEDURES

When it is necessary for a student to be absent, please note the following:

** For an absence to be excused, it must be either due to an unavoidable emergency, illness, or pre-arranged 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. Absences that go uncleared by a parent for two days after the return of the student to school will be considered unexcused. An unexcused absence may result in an after-school detention for the student and may carry natural academic consequences based on individual class policies. [High School](#) and [Junior High](#) attendance online forms*

- Parents must contact the school via phone, email, or written note in order for any eligible absence to be excused. The attendance office will be open daily at 7:30am.
- It is the student's responsibility to access Family Portal for any missed assignments or to consult with the teacher upon returning to school.
- If the absence is for an extended period (more than 2 days) due to illness, additional classwork not available on Family Portal may be requested from the school office. The earlier classwork is requested, the better our chances of collecting and making it available by the end of the day.
- For all excused absences, the student is allowed an equal number of days as the number of absences to make up work. Teachers may provide work in advance of a planned absence at their own discretion, but the student will still have the same number of days to make up the work upon their return.

TARDY POLICY

A student who is more than 10 minutes late to class will be marked absent rather than tardy. Excessive excused tardies will be reviewed and a conference with administration may be scheduled.

- A student will be allowed 4 unexcused tardies per quarter without penalty. Please note this is 4 unexcused tardies total, not 4 unexcused tardies per class.
- Should a 4th unexcused tardy occur, the parent will be contacted by email.
- In the event of a 5th unexcused tardy, a lunch detention will be assigned.
- If a student is tardy (unexcused) more than five times in one quarter, an after-school detention will be assigned per tardy following the 5th tardy.

SKIP DAY

Salem Academy does not recognize any type of skip day (not to be confused with a school sponsored senior activity) and parents are advised that such an absence will be considered unexcused.

CLOSED CAMPUS

Salem Academy operates under a closed-campus policy in order to comply with state and federal laws mandating supervision of students. All students must sign in or out at the school office if they arrive late or have to leave early. From the time they are dropped off in the morning until they are picked up at the end of the day, students may not leave campus for any reason outside of the procedures described below. Violation of the closed campus policy will result in disciplinary action and may necessitate a conference between the school and the family.

- A student must have parental and administrative permission to leave school once he/she has arrived on campus. Adults must be on emergency list in RenWeb to pick up a student during school hours- this includes siblings.
 - Normal procedure for doctor appointments and other such causes of absence is for the student to bring a note from home to the office. The office will then issue an early dismissal slip to provide to the classroom teacher. When the time comes for the student to leave, he/she will come to the office and sign out on the sheet provided.
 - All visitors must sign in at the office, including lunch visitors (adults, parents, students). All adult visitors, including lunch, need to have a background check completed and on school file.
 - Student lunch visitors from another school must provide parent permission no later than 48 hours prior to desired visit. Additionally, any Salem Academy student hosting a visiting student must have parent permission no later than 48 hours prior to desired visit and are responsible for all guest behavior that must comply with Salem Academy secondary handbook guidelines and expectations. Administration approval must be granted no later than 48 hours prior to desired visit date.
 - If a student needs to leave because of illness, he/she should come to the office to use the office phone and call a parent for permission to leave campus.
 - When a junior high student is picked up to leave campus during the school day, the parent must sign the student out in the school office prior to taking the student, and the student may sign back in upon his/her return to school. High school students may sign themselves in/out only with prior parent approval.
- Under the closed-campus policy, students are not permitted to leave for lunch. There are several exceptions:
 - Lunch off campus is permissible when accompanied by a parent or on a case-by-case basis (i.e. elder sibling, youth pastor) with parental approval.
 - All visitors must sign-in at the office.
 - Juniors and seniors may be granted an "off-campus lunch privilege" by the administration. This privilege allows the 11th and 12th-grade students, with previously granted parent permission, to walk off campus for lunch.
 - The student should sign out at the office before they walk off campus for lunch. Students who return late will receive a TU. Students who fail to sign out will lose this off-campus lunch privilege.
 - The student needs to return to campus on time for the first class period after lunch. Students who acquire two tardies in the period after lunch will lose this off-campus lunch privilege.
 - The student must not drive off campus.
 - Based on our belief that in order for students to be successful it is vital they are in class and our responsibility to know the whereabouts of our students during the school day. Students who skip a class, fail to sign out properly, or drive off campus without proper approval will be referred to the administration for appropriate and serious disciplinary action.
 - Off-campus privileges may be revoked at any time if a student is subject to disciplinary action or is in danger of failing any course.

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 NIV)
- “Whatever you do, work at it with all your heart, as working for the Lord.” (Colossians 3:23 NIV)

On our way to living out these governing principles, some simple behavioral guidelines are helpful. These guidelines are outlined below in general terms.

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

LIFESTYLE EXPECTATIONS

The purpose of Salem Academy Lifestyle Agreement (Appendix B) and discipline policy is to glorify God and reinforce and support positive training of students in the right way to go (Proverbs 22:6). Salem Academy seeks to balance personal accountability with opportunity for maturity and growth in behavior and attitudes leading to self-control. The disciplinary process includes definition and explanation/correction of wrong behavior, consequences, restitution (“making things right”), demonstrated change of behavior, and restoration.

Although Salem Academy does not provide supervision of students outside of school and school sponsored events, all violations of the Lifestyle Agreement are subject to disciplinary action. Consequences may be determined on the basis of severity of the offense, attitude and motivation, cooperation, frequency of behavioral issues, academic and behavioral records.

Referrals or reports of behavioral violations are investigated and evaluated. Voluntary confession of misconduct or offense, prior to an investigation, may modify disciplinary consequences at the administrator’s discretion.

Five Minute Rule – If you are at a party or event where drugs or alcohol are being used by minors, you have five minutes to leave the event or you are considered to be in violation of the student conduct code.

STUDENT RELATIONSHIPS

The standard for interaction between students who are in exclusive male/female relationships is that there are appropriate public displays of affection (hand-holding, hugs). Kisses, sitting on each other's laps and massages while at school or school events is considered inappropriate.

When the administrative staff determine that a student's behavior has become detrimental to the health, safety, and well-being of others, appropriate effort will be made to correct it.

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 and information pertaining to detentions and other forms of formal consequences can be found below.

HARRASSMENT AND TEEN DATING VIOLENCE PREVENTION POLICY

Salem Academy is committed to providing a safe learning environment in which every person is recognized and treated as an image bearer of God; an environment which is free from all forms of intimidation, exploitation, and harassment and that all individuals treat each other with dignity and respect.

Salem Academy prohibits unlawful discrimination and harassment of any kind including bullying. This policy defines these terms and provides a complaint procedure for all persons described in subsection (5)(b) of Senate Bill 197 who believe they have been the victims of prohibited conduct. This policy applies to all matters "at school", which includes student activities associated with the school and occurring on or away from school grounds, at school-related activities regardless of location, or in vehicles at school or used to transport to or from school or to or from school activities. In addition, while the school recognizes that it does not have direct authority over students while they are not at school, violations of these policies away from school that result in impact to the school community or that violate the student's enrollment agreement with the school may also be governed by the terms of this policy.

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 over-spiritualize the areas of dress and appearance. Some of the standards set in this area are merely a matter of preference on the part of the 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. The SA Administration has the final word on interpreting these standards

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:
 - Shorts, skirts, leggings, & dresses should not be excessively tight-fitting, and the length, including slit length, should, in general, be no shorter than the natural reach of the fingertips at your side, with modesty being the prevailing standard.
 - Clothing should not reveal cleavage, bra straps, spaghetti straps or bare shoulders. Tank top straps must be wider than bra straps. No strapless shirts/dresses or off-the-shoulder shirts
 - Clothing should not draw undue attention to particular parts of the anatomy (i.e., phrases across the seat of pants).
 - Leggings and yoga pants may be worn with appropriate rear coverage, with modesty being the prevailing standard.
 - No visible midriffs will be allowed, including when arms are extended above the head and when bending over.
- Hair that is well groomed and does not cover eyes. No excessive hair coloring.
- Tattoos/Piercings must remain consistent with maintaining Expected Student Outcomes that do not deter from the edification of the greater school community. Questionable tattoos/piercings will be addressed by school administration.
- 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 not distracting or disruptive to school and classroom activities.
- Clothing that is in good condition, hemmed where appropriate and sized properly for the individual who is wearing it.
- Small holes and/or shreds are acceptable in jeans – no skin showing above the knee any higher than the natural reach of fingertips.
- Tank top arm holes may not be lower than elbow length.
- Sagging pants will not be allowed.
- 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.
 - 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 (including political statements).
- No pajamas (including flannel pants) unless specified spirit day.
- 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.

OUTLINE OF DRESS CODE VIOLATIONS

1st Offense: warning (student may be required to change clothing immediately)

2nd Offense: lunch detention and must change clothing (unexcused absence if not returning to school)

3rd Offense: after school detention and must change clothing (unexcused absence if not returning to school)

4th Offense: 1 day suspension, conference with student, parent, and administration

If your student arrives for their school day in clothing that is not in accordance with our Dress Code Policy, they will be sent to the office and asked to change or borrow clothing from a friend that is acceptable. The school will issue clothing one time. If clothing is not returned by the end of quarter, there will be a \$10 charge per item. If either of these options is not feasible, they will call home for a change of clothing and will be required to wait in the office until it is delivered. Students may drive home to change clothing with parent permission. 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.

SPECIAL EVENT ATTIRE

Modesty and neatness are the guiding principles for dress and appearance at special events. Attire for special events (Homecoming, Winter Formal, Junior/Senior Banquet) should:

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

Ladies

- Short and long dresses should not be excessively tight-fitting, and the length, including slit length, should, in general, be no shorter than the natural reach of the fingertips at your side, with modesty being the prevailing standard.
- There should be no see-through material anywhere on the front part of the dress unless in the shoulder or neck area.
- There should be no open midriffs showing in front or on the side.
- Backless dresses should be no lower than the natural waistline.
- Cleavage should not show when standing or bending over.
- Administration reserves the right to approve or disapprove of dresses prior to the student's participation in an event.

Gentlemen

- A tuxedo, with or without tails, or a suit and tie, worn with dress shoes with dark socks is appropriate attire. (formal attire)
- Athletic shoes are not appropriate attire. (formal attire)
- Dress pants or khakis (semi-formal)
- Button-up shirt with collar
 - Ties, vest and suspenders allowed – must be in good taste (semi-formal)

If there are questions about the appropriateness of a particular dress or article of clothing when worn for a special event, please bring the clothing to the school office ahead of time and office personnel will be happy to make a determination for you.

ACADEMIC GUIDELINES – HONOR CODE

Academic success is built upon each individual student's expansion of knowledge, abilities, and gifts through learning, experience, and practice. Learning is not necessarily easy and requires effort. Academic achievement is growth in knowledge, wisdom, and skills and is measured through assessments, projects, written and spoken communication, participation, assignments, homework, demonstrations, presentations, examinations, and other means. Grades, credits, and ultimately, a diploma recognize such growth and effort.

The Core Value of Integrity is rooted in God's character and the biblical principle of truthfulness:

- In **Proverbs 12:22**, lying is an abomination to God, but He delights in those who act faithfully.
- In **Romans 12**, Paul tells us to be radically different from the world and to have our minds renewed to know what is in the will of God –that which is good, acceptable, and perfect.
- In **Ephesians 4**, Paul expects us to put away all dishonest and hurtful practices, and instead to speak truth and build each other up, doing honest work with our own hands.
- In **Philippians 4**, Paul directs our minds to dwell on whatever is true, honorable, right, pure, lovely, of good reputation, of excellence, and whatever is praiseworthy.
- In **Colossians 3**, Paul commands us not to lie, having put off the old self with its practices.
- In **1 Peter 3**, Peter charges us to keep from using our tongues for evil or for deceit.

The Salem Academy Honor Code sets a standard for student behavior and academic work that teaches and upholds honesty and integrity out of a love for all things truthful. Each student's academic work is assumed to be their own ideas and understandings, unless openly and appropriately documented as borrowed from other sources. Working together on an assignment that was to be done on an individual basis crosses the Honor Code line when a student can no longer honestly say, "This is my own work."

Behaviors considered violations of the Salem Academy Honor Code are:

- **Plagiarism** - falsely citing someone else's work as one's own for the purpose of fraudulently gaining some advantage. Examples are:
 - Taking someone else's ideas and presenting them as your own in a report, paper, presentation, etc.
 - Use of published and/or electronic materials without giving credit, including AI tools.
 - Copying parts or all of another student's assignment that was to have been done individually.
- **Cheating** - wrong 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. Examples are:
 - Asking another student for an answer, or giving answers to another student.
 - Allowing another student to see your answers on a test or assignment.
 - Copying from others and submitting as your own work.
 - Soliciting a commercial company or another student to complete any assignment.
 - Providing assignments for other students to copy or turn in as their own.
 - Using hidden notes, cheat sheet, or device during an exam not authorized by the teacher.
 - Taking an exam for someone else or having someone take a test for you.
 - Asking someone else to give you improper assistance for money or other benefit.
 - Asking for or accepting money or other benefit for giving someone improper assistance.
 - Changing answers or scores on a test after it has been returned (unless instructed to do so).

- Theft and/or use of a stolen exam, teacher resources, or gradebook in any form.
 - Use of cell phone or any device not approved by a teacher during a test.
 - Making up data or citing nonexistent sources.
- In accordance with Salem Academy's Student Discipline policy, consequences for cheating and plagiarism include one or more of the following:
 - Zero credit on work. The teacher may use their discretion to expect a resubmission of equivalent work at a reduced amount of credit.
 - Special project identifying proper citation of the intellectual work of others.
 - Parent notification.
 - Restitution for stolen materials.
 - Forfeit opportunity for letters of recommendation and scholarships.
 - Forfeit recommendation to, or current standing in, honor societies, ASB, class councils, and other student organizations.
 - Forfeit recognition through academic and character awards.
 - Disciplinary referral for administrative action.

Changing a grade on an assignment or in a teacher's gradebook, or computer file is a serious infraction and will result in suspension and/or expulsion from Salem Academy. Theft of exams, teacher gradebook, or other teacher resources can be subject to criminal prosecution. Repeated acts of cheating or plagiarism will result in administrative action including, but not limited to, course failure, suspension, and/or expulsion from Salem Academy.

DEFINITIONS OF POSSIBLE DISCIPLINARY ACTIONS

A student who continually challenges the authority of school personnel or the behavior guidelines for Salem Academy will be evaluated regarding the extent of consequences to be administered and whether their attendance at Salem Academy should continue.

Action to be taken in such cases may include the following:

- Counsel with an administrator
- Conference with administrator student, and parents
- Loss of credit on an assignment
- Extra community service
- Detention
- On-campus work assignment
- Suspension and/or dismissal from school

For a more thorough list of behavioral guidelines and possible disciplinary actions, please see Appendix E.

DETENTION

Detention is an assignment to a designated area during lunch or after school as a result of disciplinary infractions. Students may be assigned detentions for tardiness and behavior issues. Detentions have priority over all other functions, including sports, work, and transportation. Specific detention guidelines:

- During detention, students sit silently. Studying is allowed. There is no sleeping, talking, eating, AirPod/phone use, etc. When possible and appropriate, students may be assigned to participate in service-related activities on the SA campus as determined by

administration.

- If a student misses a detention for any reason other than excused absence from school, two detentions must be served to make up the one missed.
- Continued repeated misconduct resulting in multiple detentions is considered insubordination and may result in an in-school suspension or other consequence.

SUSPENSION

Suspension is the temporary removal of a student from all Salem Academy property, classes, activities, athletics, and events for a serious breach of conduct. During the term of suspension, the student forfeits all privileges to attend all school-sponsored activities including: all classes, athletic events, graduation, and other activities. During the term of suspension, the student is not allowed on Salem Academy property at any time except by explicit prior arrangement with the principal.

- For in-school suspensions, students directly report to the main office when they come to school. They do not attend classes for a defined amount of time. During the in-school suspension, students do not participate in any extra-curricular or cocurricular activities.
- Any suspension is an administrative absence. Work missed due to a suspension may not be made up. Exceptions may be determined by teachers and administration.
- Suspensions from school will be assessed by administration. Parents will receive formal notification if a student is going to be suspended.
- Any suspension for longer than 5 school days must have prior approval from the superintendent.
- Short term suspension is considered 1-3 school days.
- Long term suspension is considered 4-10 school days.

DENIAL OF RE-ENROLLMENT/DISMISSAL

As a private institution, Salem Academy reserves the right to refuse services, including but not limited to: lack of academic progress; repeated and/or frequent behavioral issues; lack of student and/or parental co-operation; and lack of payment. Except in situations warranting immediate expulsion, conditions for continued enrollment will be defined through a probation plan or an individualized attendance, behavior, or academic contract with dismissal or denial of re-enrollment as a consequence.

EXPULSION

Expulsion is the continuing removal, for up to one calendar year, of a student from all Salem Academy property, classes, activities, athletics, and events for a serious breach of conduct. During the term of expulsion, the student forfeits all privileges to attend all school-sponsored activities including: all classes, athletic events, graduation, and other activities. During the term of expulsion, the student is not allowed on Salem Academy property at any time except by explicit prior arrangement with the principal and superintendent.

- An expulsion shall be for a maximum of one calendar year, unless modified by the superintendent.
- Re-admittance to SA is not guaranteed. Re-admittance may be considered based upon a proven record of success at another institution and/or upon successful completion of pre-arranged conditions, such as a counseling program.

- SA administration may be compelled to report illegal activity that results in expulsion to local law enforcement.

EXPULSION PROCEDURES AND OPPORTUNITY FOR APPEAL

EXPULSION: 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 administration must inform the parents of the student involved that expulsion is being considered.
- The administration 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 administration 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 administration, who will inform the parents of the committee's recommendation.
- The parents will have a 24 hour period to request a meeting with the administration 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 administration. The administration 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 administration 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 administration and the family.

DRUG AND ALCOHOL TESTING

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

MISCELLANEOUS

SOCIAL ACTIVITIES

There are a variety of activities hosted by the ASB Council or school staff throughout the year. Highlights of those are listed below by student eligibility.

- **All High School Students**
 - **Fall-In:** overnight event sponsored by the school at the beginning of each school year in which grades 9-12 go for 2 days of fun activities off-campus (i.e., coast, park, conference center).
 - **Homecoming:** event sponsored by ASB during the football season with pre-game and half-time events.
 - **Prom:** evening banquet sponsored by ASB. Formal attire is expected; see p. 33 for more on attire.
- **Upperclassmen**
 - **Junior/Senior Banquet:** sponsored by the Junior Student Council; this is an evening banquet honoring the senior class.
- **Seniors Only**
 - **Senior Skip Day:** sponsored by the senior class, who go off-campus for a day of fun.
 - **Senior Breakfast:** hosted by high school faculty the morning of graduation.

ELECTRONIC DEVICES

Electronic devices are permitted during school hours on a limited basis as noted below:

- **High School Cell Phone Policy:** all student cell phones are to be turned into the designated holding area in each classroom at the start of each class period. Cell phones may only be out for high school students during lunch and passing periods.
- **Junior High Cell Phone Policy:** all junior high student cell phones are to remain in their backpack or locker for the entire school day. Junior high students may access the office phone if they need to make a call.
- **No Airpods/Earbuds/headphones** (with the exception of pre-approved academic accommodations)
- **Field Trips:** during school trips off campus, a teacher or coach may choose to allow electronic devices. In this case the supervisor will have the right to disapprove of any video games, apps or music.
- **Personal Devices:** no personal laptops/iPads/Surface/Chromebooks on campus
- **Liability:** 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 will result in the confiscation of the device that is being used inappropriately. After 1st offense students must check their phone in at the office before school begins and may pick-up at the end of the day. See the Appendix for behavior guidelines.

INTERNATIONAL STUDENT PROGRAM (ISP)

Students come from all over the world to attend Salem Academy. Our international students add a diversity of culture, language, ideas, and style that provides a depth and uniqueness to our high school student body. The primary purposes of this program are to:

- Provide a high school education to ISP students.
- Improve the students' knowledge of the American culture, including the historical Christian faith and English language.

These goals are accomplished through active participation in family life, community activities, and school programs. It is our desire that ISP students make every effort to integrate into the culture of the school.

LOCKERS

Our goal is to maintain a campus that is clear of litter and vandalism and that demonstrates pride and respect for our facilities. Students are expected to keep their lockers neat and well cared for. Students are issued lockers at the beginning of each year. Please report any locker problems to the office immediately, so a new locker can be issued. The following guidelines will be helpful for locker use.

ASSIGNMENT

- Lockers will be assigned with a record of their condition. The student is responsible to pay for any damage that may occur during the school year.
- Students may provide their own lock but must provide the combination to the office.

CARE OF

- Salem Academy is not responsible for loss from lockers.
- If a student's locker is not cleaned out at the end of the school year, the student's tuition account may be charged an appropriate fee.
- Any placement of posters or other decorations on or in lockers must be acceptable to Salem Academy standards and values and must be removed by the end of the year.
- Please keep lockers closed throughout the day. Unattended bags in the hallway invite theft and may cause safety/security issues. Items that will not fit in a locker should be brought to the office or a convenient classroom for storage throughout the day. Items left in the hall will be picked up and stored by the office.
- Locker neglect will result in an after-school detention and/or loss of locker privileges

LOCKER SEARCH

Lockers are the property of the school and provided for student convenience. While each student will be assigned a locker and is entitled to privacy with respect to that locker, the locker remains in possession and control of the school. In order to assure that such areas are not being used for any unauthorized purpose, students are to expect that an administrator or the administrator's designee from time to time without prior notice may inspect lockers.

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. When it is necessary to do so, items should be stored inside the locker, which should be locked. Items of high value may be brought to the school office for safe-keeping and may be picked up at the end of the day.
- At the end of each quarter, items will be held for one week and then donated to a local charity if left unclaimed.

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.

HEALTH INFORMATION

If you have information about your student's health that you think will be pertinent, please let the school know.

MEDICATIONS

ALL medications to be administered during the school day, both non-prescription and prescription, must be brought to the school office and administered by school personnel.

- At the beginning of **each** school year, parents must bring any medication to school for their student; specific written directions from the parents or prescribing physician must be included. Please use the SA [Medication Permission](#) form available through Family Portal.
- Sharing of any type of medication, whether prescription or over-the-counter, between students is not allowed.
- Each family is responsible for providing an adequate amount of medication for their child to last the school year, and for replenishing medication when it runs out.
- **ALL** medications (OTCs and prescriptions) should be picked up by the last day of the school year. Any remaining medications, including OTCs, will be properly disposed of before the office summer closure date.
- Self-Administer/Carry Link and doctors note. **Junior High students may not self-carry over the counter medication.**

SAFETY/SECURITY

EMERGENCY PROCEDURES

Certain emergency procedures (fire drills, earthquake drills, lockdowns, etc.) are practiced on campus on a regular basis. In the event your student needs to be picked up, you will be notified by the school via Parent Alert system.

SCHOOL CLOSURES

Announcements made concerning weather-related delays or closures at Salem Academy will be posted after 6am at 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 the schedule on the school website.

SKATEBOARDS, BICYCLES, ETC.

Skateboards, rollerblades, scooters, etc., are not to be used on campus at any time. Should this type of device be brought to school for use after school, it should be kept in a locker or another safe place until time to leave campus and should be carried off campus, not ridden.

SEARCH AND SEIZURE

As a condition of attending Salem Academy, all students consent to any Salem Academy official searching a student's personal belongings upon reasonable suspicion, as determined at Salem Academy's administrative discretion, that the personal belongings may contain weapons, drugs, alcohol, or related paraphernalia.

"Personal belongings" include but are not limited to backpacks, purses, and cars. This policy is not limited to personal belongings on Salem Academy property and may include the search of a student or their belongings off campus.

STUDENT PARKING

Parking on campus is a privilege, not a right. All staff, and as many students as possible, will be assigned a parking spot on campus.

School administrators may search any vehicle parked on campus (including Academy Square) upon reasonable suspicion of prohibited or illegally possessed substances or objects. Unauthorized, illegal or unsafe materials may be seized. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of driving and parking on school property. A complete parking policy can be found in Appendix C.

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. Calls may be made between classes or during lunch. 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. Parents are asked to call the school office in order to contact your child during the school day – please do not call your student’s cell phone when they are in class.

VISITORS

All visitors must check in at the campus office and obtain a visitor’s pass **and have a completed background check on file.**

CLASSROOM OBSERVATION

- We welcome parent visits to the classroom. **These must be pre-arranged with the teacher and 24-hour notice is required to the school administrative office.** All visitors must check in at the campus office and obtain a visitor's pass.

STUDENT SHADOWS

- Limited to those interested in attending Salem Academy
- Must be prearranged; 24-hour prior notice must be provided
- By administrative approval only
- Not allowed during final exam days
- Visiting students are expected to comply with SA standards for conduct and appearance

BELL SCHEDULES

Monday 40 min. classes	Tuesday 40 min. classes	Wednesday 85 min. classes	Thursday 85 min. classes	Friday 40 min. classes
PLC 7:30 – 8:40	1 st Period 7:50 – 8:40	1 st Period 7:50 – 9:25	5 th Period 7:50 – 9:25	1 st Period 7:50 – 8:40
	2 nd Period 8:45 – 9:25			2 nd Period 8:45 – 9:25
1 st Period 8:55 – 9:35	3 rd Period 9:30 – 10:10	Clubs 9:35 – 10:15	Chapel 9:35 – 10:15	3 rd Period 9:30 – 10:10
2 nd Period 9:40 – 10:20	Break 10:10 – 10:20			Break 10:10 – 10:20
3 rd Period 10:25 – 11:05	4 th Period 10:25 – 11:05	2 nd Period 10:20 – 11:45	6 th Period 10:20 – 11:45	4 th Period 10:25 – 11:05
4 th Period 11:10 – 11:50	5 th Period 11:10 – 11:50			5 th Period 11:10 – 11:50
5 th Period 11:55 – 12:35	6 th Period 11:55 – 12:35	Lunch 11:45 – 12:15	Lunch 11:45 – 12:15	6 th Period 11:55 – 12:35
Lunch 12:35 – 1:05	Lunch 12:35 – 1:05	3 rd Period 12:20 – 1:45	7 th Period 12:20 – 1:45	Lunch 12:35 – 1:05
6 th Period 1:10 – 1:50	7 th Period 1:10 – 1:50			7 th Period 1:10 – 1:50
7 th Period 1:55 – 2:35	8 th Period 1:55 – 2:35	4 th Period 1:55 – 3:20	8 th Period 1:55 – 3:20	8 th Period 1:55 – 2:35
8 th Period 2:40 – 3:20	Study Hall 2:40 – 3:20			Study Hall 2:40 – 3:20

CONTACT INFO

Main Campus – Secondary

Salem Academy Christian Schools

942 Lancaster Drive NE

Salem, OR 97301

Phone: 503.378.1211 – Secondary (JH and HS)

503.378.1219 – Administrative Office

Fax: 503.375.3265

LEADERSHIP TEAM

- **Lindsay Brownell** – Secondary Principal
- **Tomiko Doten** – International Student Program (ISP) Director
- **Jacob Wolbaum** – Secondary Assistant Principal
- **Jamie Knust** – Secondary Registrar/ ASB Coordinator
- **Felicia Sealey** – Secondary Office Manager
- **Stephanie Law** – Secondary Office Manager
- **Karri Bauldree** – Athletic Director
- **Angela Shearer** – Admissions, Marketing
- **Rachel Onstott** – Educational Support Services

AREA OF RESPONSIBILITY

If you have a question or concern that involves a particular teacher or staff member, you should make an attempt to get the question answered or matter resolved with that individual. If you are not able to get an answer or get the matter resolved, then please contact an administrator.

The list below indicates who to go to for questions and help in the areas specified. If you have a need in an area that is not addressed on the list, call the high school or junior high office for assistance.

- Academic probation – Lindsay Brownell, Jacob Wolbaum
- Academic support for students – Jacob Wolbaum, Rachel Onstott, Jamie Knust
- Accreditation – Lindsay Brownell
- Admissions – Angela Shearer
- Athletic eligibility – Lindsay Brownell, Karri Bauldree
- Attendance – Stephanie Law, Felicia Sealey
- Chapels – Lindsay Brownell, Karen Haslebacher, James North
- College/Career guidance – Melissa Turner
- Community Service – Jamie Knust
- Curriculum – Lindsay Brownell
- Detentions – Lindsay Brownell, Jacob Wolbaum
- Fall-In – Lindsay Brownell, Jamie Knust
- Graduation requirements – Lindsay Brownell, Jacob Walbaum, Jamie Knust
- Homecoming – Lindsay Brownell, Jamie Knust
- Immunizations – Jamie Knust
- Instructional supervision – Lindsay Brownell
- International Student Program (ISP) director – Tomiko Doten

- Assistants – Lindsay Brownell
- Library / Textbooks – Jenee Orso
- National Honor Society – Arletta Narvaez
- New Student inquiries – Angela Shearer, Lindsay Brownell
- Registrar – Jamie Knust
 - Student records
 - Class profiles
 - Graduation credits – assistance
 - Academic probation – assistance
- FACTS/RenWeb/Family Portal support – Brittanie Jeppe
- Report Cards – Jamie Knust
- Senior Graduation event staff liaison – Jamie Knust, Lindsay Brownell
- Standardized testing – Melissa Turner
 - SAT/PSAT test administration
- Student conduct – Lindsay Brownell
- Student leadership – Lindsay Brownell, Jacob Wolbaum
 - High School ASB advisor – Jamie Knust
- Student publications
 - Secondary Yearbook advisor – Summer Donily
- Student schedules – Jamie Knust
- Substitutes – Stephanie Law

(Subject to Change – updated 8/28/2024)

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.
- Availability in classrooms at the teacher's discretion
- 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 SA 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 pornographic or otherwise inappropriate sites or material.
- Using the network for financial gain or initiating any financial transactions, including obligating SA 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 SA computers or the Internet. This includes comments that could be considered defamatory or libelous against SA 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 Instagram and Facebook, etc.
- Inappropriate use of resources resulting in plagiarism.
- Violating the spirit of the Salem Academy's Mission Statement.

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

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

If a member of the administration at SA 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 SA
- 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 SA 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. For any off-campus use of technology, please reference **Appendix B**. Considering the provisions mentioned above, SA 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 SA 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: LIFESTYLE AGREEMENT



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.” Any desire to identify as a different biological gender should be viewed as a temptation away from God’s design.
- "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 (sexual activity before marriage), and gender distinctions are harmful to the individuals involved and to the school community as a whole.
- Honor God, myself, and my parents/guardians/family with my use of technology (texting- including sending, receiving, requesting, web searches, social media, YouTube, 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

Appendix C: PARKING POLICY

SALEM ACADEMY PARKING POLICY

Salem Academy's parking lots will be monitored, and only authorized vehicles may park on school grounds.

GENERAL GUIDELINES

- All students and staff will be required to display a valid permit on the bottom left of their rear window.
 - **NOTE:** Permit may be moved to any vehicle registered to permit holder. Vehicle information must be on file to be registered. Permit must be visible any time vehicle is parked on campus.
- Visitor and substitute parking spots will be reserved when dropping off or picking up students.
- Student permits shall be issued from the **High School Office** annually for \$10. Additional vehicles may be added to the permit free of charge.
- Staff permits shall be provided at no charge from the **High School Office**.

STAFF DRIVERS

Any staff member employed by Salem Academy and desiring to park at the main campus for more than just infrequent and short visits shall be issued a parking permit. Each staff member shall fill out a parking permit application in the High School Office.

Staff members with a valid parking permit may **ONLY** park in their designated parking space.

STUDENT DRIVERS

Only students who plan to drive to school on a regular basis should apply for a parking permit. Any student who obtains a parking permit must hold a valid driver's license and be able to provide proof of insurance and registration information. Students must apply for a parking permit on an annual basis.

Parking spots for students are in limited quantity. Priority shall be given to seniors on a first-come, first-served basis, one permit and parking space per student, to be handed out during Student Check-in Week. If available parking spaces remain after all senior parking applications have been processed, permits will then be made available to juniors. If parking spots remain after all junior parking applications have been processed, any sophomores who may be driving may apply for a permit, and so on.

The parking of vehicles by students on Salem Academy property during the school day shall be considered a privilege. The parking of student vehicles in non-designated areas such as fire safety lanes, delivery ways, the lawns or grass, restricted areas and other non-designated areas; or failure to comply with the rules of normal driver courtesy, including speeding and endangering the safety of others; or loitering in vehicles or in a parking area may lead to revocation of this privilege.

Students **MUST NOT** park at the neighboring businesses or neighborhood "No Parking" zones. *Businesses have the right to have cars towed at the owner's expense.*

SA Parking Regulations

The violation of any of the rules and regulations listed below can result in the permanent revocation of the privilege of students to park on SA property. There will be no refund of parking permit fees if parking privileges are revoked.

- Parking regulations are in effect and will be enforced on school days from 6:45am-3:30pm. Parking permits are not required during non-school hours and weekends.
- Must have a valid driver's license, insurance, and a vehicle to be granted a permit.
- Must obey all traffic regulations (no speeding, no driving recklessly, etc.) on campus.
- Must display valid parking permit bottom left of the rear window when parked on school property.
- May not give or loan a valid parking permit to anyone.
- No student parking allowed in designated staff, visitor, substitute, or handicapped parking spaces.
- Violation of SA handbook policies and/or parking policies may result in the loss of parking privileges.
- For the first two violations, warnings will be issued. Thereafter, a violation will result in a ticket and \$25 fine or posted amount. After the fifth ticketed violation, the vehicle may be towed from school grounds at the owner's expense. In the circumstance of an extreme violation (racing, negligence, etc.), the warning stage may be skipped, and a ticket or fine may be imposed immediately.
- Parking anywhere on school property other than the assigned location may result in a parking ticket and, after more than three violations, towing at owner expense from school grounds. **Vehicles without permits are not allowed to park on campus and will be ticketed and may be towed at the owner's expense.**

Medical Issues: Handicapped spaces are available with proper state handicap permit. A Salem Academy parking permit is NOT required with proper display of an Oregon state handicap permit.

DISCLAIMER:

AN ADMINISTRATOR, PRINCIPAL, OR DESIGNEE MAY SEARCH ANY VEHICLE PARKED ON CAMPUS UPON ANY REASONABLE SUSPICION OF PROHIBITED OR ILLEGALLY POSSESSED SUBSTANCES OR OBJECTS.

SALEM ACADEMY DOES NOT ACCEPT RESPONSIBILITY FOR ANY THEFT, VANDALISM, ETC. COMMITTED TO VEHICLES PARKED ON OR OFF SCHOOL GROUNDS.

PARKING PERMIT POLICY



Agreement to this full policy will be made through the online registration form.

I, hereby agree to the below stated terms and responsibilities in connection with obtaining authorization to use the school parking facilities. I understand that the parking lot is private property which is under the control of the school and that parking a vehicle on school property is a privilege and that all persons parking a vehicle on school property for more than just infrequent short visits will be required to have a parking permit.

I will prominently display the parking permit on the vehicle designated for access below. I agree that the authorized vehicle will not be used to transport or store any items not allowed on school grounds or use the lot in any way that will violate the school's code of conduct or criminal law.

I hereby understand and give Salem Academy Christian Schools my consent to search the authorized vehicle when it is parked on school property when a principal or Administrator has reasonable suspicion of prohibited or illegally possessed substances or objects.

I hereby relieve Salem Academy Christian Schools of any obligation or responsibility for any or all theft, vandalism, etc. committed to any vehicles parked on or off school grounds.

-
- The annual fee for parking permits will be \$10.00 and collected online during registration. Faculty and staff may receive permit free of charge.
 - Enforcement of parking violations will be by the school staff and designated students working in an aide capacity on school days from 6:45am-3:30pm.
 - Vehicles violating parking rules will be ticketed for \$25 per incident, beginning with the third violation. After five tickets and/or failure to pay prior tickets within 30 days, the vehicle may be towed at the owner's expense.
 - Students who attend Salem Academy are authorized to park only in their assigned parking space.
 - If a student has a special need or a reason to leave school early, this must be documented with the school office with written or verbal approval from a parent.
 - Proof of insurance is required for all permitted vehicles.
 - If more than one vehicle is registered to the same family, and will be parking regularly, all vehicles must have a permit hanging visibly from the rearview mirror when on school grounds. One permit may be transferred to all vehicles driven by a single student that are documented through the high school office.
 - Handicapped spaces are available with proper state handicap permit. A Salem Academy parking permit is NOT required with proper display of an OR state handicap permit.
 - Anyone driving on or parking on the campus of Salem Academy (942 Lancaster Dr NE, Salem OR 97301) assumes all risk of accident, and expressly agrees that Salem Academy shall not be liable under any circumstances for any injury to person, loss or damage to property.
 - Vehicles parked on school property are subject to search at any time by school officials. Vehicle searches may be conducted when a principal or Administrator has reasonable suspicion of prohibited or illegally possessed substances or objects.
 - Student will not loan or transfer their permit to anyone.
 - Parking permits may be suspended or revoked for reckless driving or causing a disruption in the parking lot (example: excessive horn blowing, excessive loud music, speeding), without warning or prior violations.
 - Parking permits must be on the bottom left of the rear window and made visible at all times.
 - The speed limit in the parking lots is 10mph or lower, at all times.
 - There is to be NO use of cell phones, in any manner, while driving on the property of Salem Academy.

Appendix D: 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) cause 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.
- Any textbooks left unattended and collected by staff at the conclusion of a school day will result in a lunch detention assigned to the student in which the book has been issued.
- 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 E: BEHAVIORAL GUIDELINES AND CORRESPONDING ACTIONS

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. Listed below are examples, but not an exhaustive list, of situations that are viewed as serious in nature for which there will be serious consequences.

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.	1st Offense: Warning/Parent Contact/Conference 2nd Offense: Hold on registration for extra-curricular activities/release of academic records, or re-enrollment 3rd Offense: Referral to collection agency
Dress Code	Noncompliance with dress and appearance standards of modesty and respect for others. Includes inappropriate slogans, logos, illustrations displayed on clothing.	1st Offense: Warning (student may be required to change clothing immediately) 2nd Offense: Lunch detention and must change clothing (unexcused absence if not returning to school) 3rd Offense: After school detention and must change clothing (unexcused absence if not returning to school) 4th Offense: 1-3 day in school or out-of-school suspension and conference with parent 5th Offense: Long term suspension(4-10 days)/behavior contract
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.	Parent contact / conference Removal from classroom or activity School-based community service or special project Detention In-school suspension Out-of-school suspension
Attendance - Unauthorized Absence	Any unauthorized absence from class without prior permission from parent or person in parental role. Arrives to class unexcused later than 10 minutes	
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.	1st Offense: Warning & parent contact 2nd Offense: after school detention 3rd Offense: 1-3 day in school or out-of-school suspension and conference with parent 4th Offense: Long term suspension (4-10 days)/behavior contract

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.	1st Offense: confiscation of related device for the remainder of the school day & parent contact 2nd Offense: after school detention, turn in cell phone to office upon arrival at school for determined amount of time & parent contact 3rd Offense: 1-3 day in school or out-of-school suspension, loss of use to all school electronic devices & parent conference, behavior contract 4th Offense: Long term suspension (4-10 days)
Inappropriate Language / Inappropriate Electronic Communication	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.	1st Offense: Warning/lunch detention/confiscation of related device & parent contact 2nd Offense: after school detention & parent contact 3rd Offense: 1-3 day in school or out-of-school suspension & parent conference 4th Offense: Long term suspension/behavior contract
Lying / Forgery / False Report	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.	1st Offense: resubmission/loss of credit for academic work & parent contact/conference 2nd Offense: 1-3 day in school suspension or out-of-school suspension & parent conference 3rd Offense: Long term suspension/behavior Contract 4th Offense: Withdraw/expulsion/denial of re-enrollment
Cheating	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	1st Offense: resubmission/loss of credit for academic work & parent contact/ conference 2nd Offense: 1-3 day in school suspension or out-of-school suspension & parent conference 3rd Offense: Long term suspension/behavior Contract
Plagiarism	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.	4th offense: Withdraw/expulsion/denial of re-enrollment
Disruptive Behavior / Insubordination	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. 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.	1st Offense: warning & parent contact 2nd offense: removal from class, lunch detention/after school detention & parent contact 3rd Offense: 1-3 day in school or out-of-school suspension & parent conference, behavior contract 4th Offense: Long term suspension (4-10 days) 5th Offense: Withdraw/expulsion/denial of re-enrollment

Misuse Of Computer Network and Internet Access	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
Property Damage and Theft	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.	1st Offense: warning & parent contact 2nd offense: removal from class, lunch detention/after school detention & parent contract 3rd Offense: 1-3 day in school or out-of-school suspension & parent conference, behavior contract 4th Offense: Long term suspension (4-10 days) 5th Offense: Withdraw/expulsion/denial of re-enrollment
Bullying / Harassment / Intimidation	An accumulation of negative actions - including threats, physical or verbal attacks, and social exclusion - directed toward one person by another person. Harassment, intimidation, and bullying have the effect of: - Physically harming a student or damaging a student's property. - Knowingly place a student in reasonable fear of physical harm to the student or damage to the student's property. - Creating a hostile educational environment, including interfering with the psychological well-being of a student. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of school policy.	1st Offense: Parent contact/conference, behavior contract, evaluation (mental health, counseling) at parents' expense 2nd Offense: 1-3 day in school or out-of-school suspension 3rd Offense: Long term suspension (4-10 days)/withdraw/expulsion/denial of re-enrollment/referral to law enforcement
Threat	Written or verbal language, gestures, and/or conduct that threaten the well-being of another person.	
Cyber-Bullying	Repeated use of any electronic communication or social media to harass, intimidate, or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational environment is also considered cyber-bullying.	
Gang Affiliation, Association, Or Activity	Membership, participation, and/or identification with a group that: creates an atmosphere of fear and/or intimidation; engages in juvenile delinquency; and/or engages in criminal activity.	

Hazing	Any act that recklessly or intentionally endangers the mental, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity, team, club, or grade level attainment.	1st Offense: Parent contact/conference, behavior contract, evaluation (mental health, counseling) at parents' expense 2nd Offense: 1-3 day in school or out-of-school suspension 3rd Offense: Long term suspension (4-10 days)/withdraw/expulsion/denial of re-enrollment/referral to law enforcement
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.	
Sexual Misconduct / Pornography	Students are expected to live their lives consistent with the Bible and Salem Academy's Lifestyle Agreement. Sexual misconduct is inappropriate behavior, including immoral activities and conduct that does not honor the principles of personal purity: extreme immodesty, premarital sex, sexual promiscuity, homosexual behavior.	1st Offense: Parent contact/conference, behavior contract, evaluation (mental health, counseling) at parents' expense/5 day out-of-school suspension/referral to law enforcement 2nd Offense: Withdraw/expulsion/denial of re-enrollment/referral to law enforcement
Aggressive Behavior	Physical behavior directed toward another person. Includes, but not limited to: hitting, biting, shoving, tripping, slapping, and attempting to injure.	1st Offense: Warning/After school detention & parent contact 2nd Offense: After school detention & parent conference 3rd Offense: 1-3 day in school or out-of-school suspension 4th Offense: Long term suspension (4-10 days)/withdraw/expulsion/denial of re-enrollment
Assault	Intentionally, knowingly, or recklessly causing physical injury and/or substantial pain to another person.	1st Offense: Parent contact/conference, behavior contract, evaluation (mental health, counseling) at parents' expense/5 day out-of-school suspension/referral to law enforcement 2nd Offense: Withdraw/expulsion/denial of re-enrollment/referral to law enforcement

Tobacco, Tobacco Products	Possession, smoking, buying, distributing, use of tobacco and/or tobacco products	1st Offense: Confiscation or related device/material, parent conference, 1-3 day in school or out-of-school suspension/behavior contract/withdraw/expulsion/denial of re-enrollment/referral to law enforcement
Paraphernalia	Possession of devices used specifically for smoking and/or consumption or sale of tobacco, alcohol, drugs. Includes, but not limited to: vapor pens, lighters, pipes, scales.	
Alcohol And Other Drugs – Possession - Use	Possession, buying, use of, or being under the influence of alcohol, marijuana, controlled substances, or the misuse of prescription or over-the counter medication	
Alcohol And Other Drugs - Distribution	Selling, facilitating use by others, distribution, and/or possession with intent to distribute alcohol, marijuana, controlled substances, or the misuse of prescription or over-the counter medication.	
Weapons	Possession, selling, distributing, or in any way displaying any device, instrument, material, substance, or implement which reasonably could be considered or used to cause bodily harm: includes knives, mace, Tasers, explosive devices, firearms. Includes items that simulate weapons that have no reasonable or educational use to the student.	1st Offense: Parent contact/conference, behavior contract, evaluation (mental health, counseling) at parents' expense/5 day out-of-school suspension/referral to law enforcement/withdraw/expulsion/denial of re-enrollment
Violation Of Civil Law	Violation of United States, State, County, or City laws.	1st Offense: Parent contact/conference, behavior contract, evaluation (mental health, counseling) at parents' expense/5 day out-of-school suspension/referral to law enforcement/withdraw/expulsion/denial of re-enrollment

Note: In addition to the range of consequences and sanctions, a student who violates conduct expectations may forfeit certain privileges (off-campus lunch or participation in school activities, etc.) or recommendations for special recognitions, such as honor societies, scholarships, etc.