



Parent/Student HANDBOOK

Middle and High School

Welcome to Salem Academy

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

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

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

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

Have a wonderful year!



Ken Friesen, Ed. D.
Superintendent/
Secondary Principal

TABLE OF CONTENTS

FOUNDATIONAL DOCUMENTS	6
SCHOOL PHILOSOPHY.....	6
MISSION/VISION	6
CORE VALUES	7
ARTICLES OF FAITH	7
EXPECTED STUDENT OUTCOMES.....	7
 GENERAL POLICIES AND PROCEDURES	 10
NONDISCRIMINATION POLICY	10
ALLEGED CHILD ABUSE/NEGLECT	10
TECHNOLOGY ACCEPTABLE USE POLICY.....	10
CONFLICT AND GRIEVANCES.....	10
PARTNERS IN EDUCATION (P.I.E.).....	10
 GUIDELINES FOR SUCCESS	 11
ATTENDANCE	11
DEFINITIONS	11
EXCESSIVE ABSENCES (excused and unexcused)	12
EXCESSIVE FIRST PERIOD TARDIES (excused only).....	12
COCURRICULAR ACTIVITIES	12
 ACADEMICS	 13
PHILOSOPHY OF ACADEMICS	13
CURRICULUM.....	13
GRADUATION.....	13
GRADUATION REQUIREMENTS.....	13
EARLY GRADUATION	14
PART-TIME STUDENTS	14
GRADING SCALE.....	14
HOMEWORK	14
SCHEDULING	14
SCHEDULE CHANGES.....	14
EARLY DISMISSAL/LATE ARRIVAL	14
SENIOR YEAR REQUIREMENTS	14
PART-TIME STUDENTS	15
ACADEMICS AND ACTIVITY ELIGIBILITY	15
WEIGHTED CLASSES.....	15
HONOR SOCIETY.....	15
STUDENT RECORDS	15
TRANSFER STUDENTS.....	15
INCOMING STUDENTS	15
OUTGOING STUDENTS.....	16
OFF-CAMPUS CREDITS	16
ACADEMIC GRIEVANCE PROCEDURES	16

FIELD TRIPS.....	16
ADDITIONAL INFORMATION.....	17
STUDENT LIFE.....	18
GUIDING PRINCIPLES FOR BEHAVIOR.....	18
BEHAVIORAL GUIDELINES FOR SUCCESS.....	18
STUDENT RELATIONSHIPS.....	18
GUIDING PRINCIPLES FOR DRESS AND APPEARANCE.....	18
MODEST.....	19
NEAT AND APPROPRIATE.....	19
SAFETY/SECURITY.....	21
EMERGENCY PROCEDURES.....	21
SCHOOL CLOSURES.....	21
SKATEBOARDS, BICYCLES, ETC.....	21
VISITORS.....	21
MEDICATION AND HEALTH.....	21
HEALTH INFORMATION.....	21
MEDICATIONS.....	21
LOCKERS.....	22
ASSIGNMENT.....	22
CARE OF.....	22
LOCKER SEARCH.....	22
ELECTRONIC DEVICES.....	22
USE OF SCHOOL PHONE.....	22
AUTOMOBILES.....	23
LOST AND FOUND.....	23
AWARDS.....	23
INTERNATIONAL STUDENT PROGRAM (ISP).....	23
COCURRICULAR ACTIVITIES.....	24
ATHLETICS.....	24
DRAMA.....	24
HONOR SOCIETY.....	24
MUSIC.....	24
STUDENT GOVERNMENT.....	24
YEARBOOK.....	24
MISCELLANEOUS.....	24
SOCIAL ACTIVITIES.....	24
CLASS SCHEDULES.....	26
CONTACT INFO.....	29
Main Campus – Secondary.....	29
LEADERSHIP TEAM.....	29
AREA OF RESPONSIBILITY.....	29
CALENDAR OF EVENTS.....	31
APPENDIX.....	32
Appendix A: TECHNOLOGY ACCEPTABLE USE POLICY.....	32
Appendix B: CONFLICT AND GRIEVANCE.....	34

Appendix C: PARTNERS IN EDUCATION (P.I.E.) -----	34
Appendix D: BEHAVIOR GUIDELINES -----	34
DEFINITIONS OF POSSIBLE DISCIPLINARY ACTIONS.....	35
EXPULSION PROCEDURES AND OPPORTUNITY FOR APPEAL	36
DRUG AND ALCOHOL TESTING.....	37
ZERO TOLERANCE	37
PLAGIARISM	37
Appendix E: DRESS AND APPEARANCE-SPECIAL EVENT ATTIRE -----	37
LADIES	37
MEN	38
Appendix F: ATTENDANCE -----	39
STUDENT ABSENCE PROCEDURES	39
TRUANCY/SKIPPING.....	39
CLOSED CAMPUS.....	39
TARDY POLICY.....	40
Appendix G: ACHIEVEMENT EXPECTATIONS -----	41
GENERAL EXPECTATION	41
ACTIVITY ELIGIBILITY.....	41
Appendix H: STUDENT RECORDS -----	42
STUDENT RECORDS OREGON ADMINISTRATIVE RULES (OAR's)	42
FAILING GRADES.....	42
Appendix I: SAC MEDICATION PERMISSION FORM -----	43

FOUNDATIONAL DOCUMENTS

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

SCHOOL PHILOSOPHY

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

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

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

MISSION/VISION

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

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

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

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

CORE VALUES

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

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

ARTICLES OF FAITH

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

Salem Academy’s Articles of Faith are as follows:

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

EXPECTED STUDENT OUTCOMES

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

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

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

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

GENERAL POLICIES AND PROCEDURES

NONDISCRIMINATION POLICY

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

ALLEGED CHILD ABUSE/NEGLECT

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

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

TECHNOLOGY ACCEPTABLE USE POLICY

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

A complete copy of the school's Technology Acceptable Use Policy is printed in the Appendix section of the handbook under **Appendix A**. Students wishing to use the Internet at Salem Academy must have read the Technology Acceptable Use Policy, and they must have a signed agreement on file in the school office. This agreement is included in the Parent/Student Signature Form provided each new school year.

CONFLICT AND GRIEVANCES

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

PARTNERS IN EDUCATION (P.I.E.)

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

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. For more details regarding attendance standards and expectations, please see **Appendix F**.

ATTENDANCE

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

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

DEFINITIONS

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

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

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

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

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

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

EXCESSIVE ABSENCES (excused and unexcused)

A total of 10 consecutive days' absent may result in a student being dropped from the school roll (ORS 339.065). Exceptions can and will be made for extenuating circumstances.

A total of 10 or more days absent during a grading period in a particular class may result in a failing or incomplete grade. In order to prevent excessive absence and promote consistent school attendance, the following checkpoints have been put in place:

- After 10 absences in a class in a semester, a notice will be sent home to parents.
- After 15 absences in a class in a semester, a 5% reduction of the semester grade will occur on the basis of our belief that much of the learning takes place in the classroom.
- Each additional absence after 15 will result in another 2% reduction of the semester grade.
- After 25 absences in a class in a semester, the student will receive a failing grade for that class.

EXCESSIVE FIRST PERIOD TARDIES (excused only)

A total of 4 excused tardies for 1st period will be allowed per quarter. Should a student receive a 5th excused tardy, they will meet with the Dean of Students and a detention will be assigned. They will also be assigned a detention for any additional excused first-period tardies for the remainder of that quarter. Any unexcused tardies will not be included in this particular case. They will be part of the normal tardy calculation (see Appendix F)

COCURRICULAR ACTIVITIES

In order to participate in cocurricular activities, students are expected to be at school for the full day of classes.

Exception:

- Prearranged by a parent prior to start of that school day
- Extenuating circumstances (contact the school office as early as you are able)

ACADEMICS

PHILOSOPHY OF ACADEMICS

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

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

CURRICULUM

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

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

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

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

GRADUATION

GRADUATION REQUIREMENTS

- Graduates are required to have 23 units of credit in academic and elective classes plus one credit in Bible for each year in attendance at Salem Academy.
- Each student is required to participate in at least 10 hours of community service each year 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, candy striping at a hospital, and helping with Special Olympics. Examples of school service would include helping with athletic events, sports camps, auction or fall banquet, 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.

PART-TIME STUDENTS

Students must be enrolled full-time during their senior year to graduate and receive a diploma from SAC.

GRADING SCALE

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

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

I – Incomplete
W – Withdrawal

PLEASE NOTE: Weighted classes may have a different grading scale based on the teacher's discretion. 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. Here are several guidelines that will help students maintain their homework if absent:

- Whenever a student is absent or misses class work, that student is responsible to find out which assignments were missed.
- Homework requests may be made through the office if a student is aware of a prearranged-absence situation.
- School work missed because of an unexcused absence must be completed, but it will receive no credit.

SCHEDULING

SCHEDULE CHANGES

A student has the first 7 class days of a semester to change a schedule. For more details, see the policy in the Curriculum and Course Description Handbook. A schedule change may be made after the deadline for withdrawal if the change is initiated by the guidance department or administration.

- After the designated day, any student who drops a class will be given a failing grade in that class if the change was not initiated by the teacher.
- The schedule change slip must be signed by parents, the teacher, and the assistant principal of academic services before a course is officially dropped or added.

EARLY DISMISSAL/LATE ARRIVAL

Early dismissal from school and late arrival to school, available only to seniors, must be approved by the assistant principal of academic services.

SENIOR YEAR REQUIREMENTS

Seniors must be on-campus for at least four classes in each semester in order to maintain full-time student status and be eligible to participate in extracurricular activities. Although tempting, it is not

advisable to plan an “easy” schedule for the senior year. Challenging and motivating work throughout the four years of high school will be the best preparation for college.

PART-TIME STUDENTS

Part-time status at Salem Academy may be granted through the school’s non-traditional student program. Contact the High School Administration Office for details of this program

ACADEMICS AND ACTIVITY ELIGIBILITY

A student must meet Salem Academy eligibility requirements to participate in athletic, cheerleading, student government, or other cocurricular activities. See **Appendix G** for the parameters for eligibility in these activities.

WEIGHTED CLASSES

Letter grades earned in weighted classes will receive an additional .3 value above the standard 4-point scale. The following courses taught at Salem Academy are advanced classes:

Pre-Calculus; Probability and Statistics; Calculus; Honors English III; A.P. English IV; A.P. U.S. History; A.P. Government; European History; Physics; Chemistry; Advanced Chemistry; Experimental Chemistry; Advanced Biology; Functional Anatomy; Selected Biological Science; third and fourth year language courses and Advanced Writing

HONOR SOCIETY

Salem Academy's chapter of the National Honor Society is the Victor's Chapter. The membership of this nationally recognized Honor Society is open to juniors and seniors who have attained a cumulative GPA of at least a 3.50 by the end of their sophomore or junior year. Membership is attained by invitation only, and determination of membership is based not only on scholarship, but also on leadership, service, and Christian character.

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, date of withdrawal from school, Social Security number or school student ID number, other information such as psychological test information, anecdotal records, records of conversations, requests to review and/or amend records, discipline records, IEP, and such additional information as the school may prescribe. Additional information includes:

- The right to inspect and review the student’s educational records is covered by OAR 581.021.0230 and 581.021.0240. For an overview, refer to **Appendix H**.
- [Transcripts for graduating seniors are not sent automatically. Requests **MUST** be made by contacting the High School Office. Transcripts will be provided for students as they prepare applications for college acceptance. After the 6th transcript provided for a student there will be a \\$5 charge for each additional transcript to cover the school’s costs in this process.](#)
- Failing grades result in no credit being awarded toward graduation requirements. Should students desire to retake courses for an improved grade and increase in GPA, they should check with the guidance counselor. See **Appendix H** for further detail.
- 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 SAC we will send out a request for student records from their former school.

- Transcribed credits from accredited schools will be accepted, but may be categorized differently due to the fact that credits may not fall under the same subjects at Salem Academy.
- Credits coming from nonaccredited 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 the freshman class at the time of the transfer.

OUTGOING STUDENTS

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

- Transfer will occur normally within 10 days of receiving the request.
- If there is any outstanding debt to the school, records can be held until that debt is cleared.

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.

- Approval must be obtained prior to the beginning of the course.
- The acceptability of outside courses for Salem Academy credit will be evaluated on their content, expectations, homework requirement, and Christian perspective.
- It is possible that some courses would 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.

ACADEMIC GRIEVANCE PROCEDURES

In addition to the guidelines already given in **Appendix B**, what follows are some additional guidance regarding academic procedures.

- If there is concern about a grade received, classroom teaching procedures, or student treatment concerning grades, assignments, or classroom behavior, the following should be implemented to address the concern:
 - Matters of concern must first be handled in accordance with the Lord's commands in Matthew 18. Students or their parents should communicate concerns directly with the teacher involved.
 - Beyond this, if necessary, matters of concern will be handled by verbal and/or written notification to the appropriate building administrator, who then will follow through to affect a solution.
 - If resolution is not possible at this level, the matter will be brought in writing to the superintendent, who will then follow through to affect a solution.
- After following all of the above procedures, the matter can be presented to a regular meeting of the Board of Trustees. This can only happen with the recommendation of the Superintendent.

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. 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.

ADDITIONAL INFORMATION

For further information, including graduation requirements, college credit, policy for making up failing grades, and course offerings, refer to the Curriculum and Course Description Handbook.

STUDENT LIFE

GUIDING PRINCIPLES FOR BEHAVIOR

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

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

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

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

STUDENT RELATIONSHIPS

The standard for interaction between students who are in exclusive relationships is that there are to be no public displays of affection (including hand-holding) while at school or school events.

When a student’s behavior becomes detrimental to the health, safety, and well-being of others, appropriate effort will be made to correct it (“detrimental to the health, safety, and well being of others” will be explained and defined by the administrative staff).

In the event that a student’s behavior becomes extreme enough that suspension or expulsion from school is considered, policies and procedures are in place for how those situations will be processed. Those policies and procedures can be found in the Appendix section under **Appendix D**. Information pertaining to detentions, Saturday School, and other forms of formal consequences can be found in the same appendix.

GUIDING PRINCIPLES FOR DRESS AND APPEARANCE

Guiding principles for dress and appearance are based on modesty and neatness.

Our desire is to bring honor to Jesus Christ in all that we do; yet it is not our intent to over-spiritualize the areas of dress and appearance. Some of the standards set in this area are merely a matter of preference on the part

of the SAC administration and faculty. Simply put, students are expected to accept and abide by those standards.

The particular standards and expectations to be lived up to in the areas of dress and appearance are as follows:

MODEST

For the purpose of establishing appropriate dress and appearance standards at SAC, “modest” has been defined to include, but not be limited to:

- Clothing that is not sexually provocative or that draws undue attention to the individual wearing it (“undue attention” will be explained and defined by the administrative staff). For the sake of clarity, some particular guidelines in this area include, but are not limited to:
 - Generally, skirt lengths should be no more than 4” above the knee
 - Clothing should not be extremely tight fitting
 - Clothing should not be over-revealing
 - Tops may be sleeveless, but should not be “tank top-like.” Generally speaking, shoulder straps should be a minimum of 3” wide.
- PE attire: A PE uniform will be required and **must be purchased through SA**. It will consist of black shorts and a green SA t-shirt. These will be available the 1st week of school during the students’ PE class for \$20.00. Please send either cash or a check made out to Salem Academy. More than one uniform may be purchased and replacements will be available throughout the year.
- The absence of tattoos
- For girls: piercings in the ears only
- For boys: no piercings
- Hair that is of natural colors, out of the eyes, and well groomed (“natural colors” and “well groomed” will be explained and defined by the administrative staff).
 - Exceptions, within reason, will be granted for the purpose of displaying school spirit at appropriate events and on appropriate occasions.
- Hair styles that are not extreme in nature (“extreme” will be explained and defined by the administrative staff).
 - Exceptions, within reason, will be granted for the purpose of displaying school spirit at appropriate events and on appropriate occasions.

NEAT AND APPROPRIATE

For the purpose of establishing appropriate dress and appearance standards at SAC, “neat and appropriate” has been defined to include, but not be limited to:

- Clothing that is in good condition, hemmed where appropriate, and sized properly for the individual who is wearing it (“good condition” and “sized properly” will be explained and defined by the administrative staff).
- Clothing that may be casual, but not shoddy or sloppy (“shoddy” and “sloppy” will be explained and defined by the administrative staff).
 - Hats, worn in a fashion that eye contact can be made with the individual, will be allowed in general on campus unless students are asked at a specific time and for a specific purpose to not wear them.
 - Teachers will have the discretion as to whether hats are allowed in their classrooms.
 - Athletic shorts, athletic sweat pants, and pajama bottoms are not viewed as appropriate wear for school, unless allowed for a specific purpose such as a Spirit Week.
- Clothing and other apparel that may include graphics and text that are nonoffensive in nature, promote school spirit, or exemplify Christian values, as opposed to text or graphics that may be profane, vulgar, or offensive in nature.
- 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 one’s self in a manner that portrays self-respect.

Latitude and flexibility in the enforcement of the above standards will be extended for things such as field trips, and athletic and social events. When a student's dress and appearance lacks modesty and neatness, appropriate effort will be made to correct it.

In the event that a student's dress and appearance becomes inappropriate enough that suspension or expulsion from school is being considered, policies and procedures are in place for how those situations will be processed. Those policies and procedures can be found in the Appendix section under **Appendix D**. Information pertaining to detentions, Saturday School, and other forms of formal consequences can be found in the same appendix.

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.

SCHOOL CLOSURES

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

KCCS (1220 AM)	KATU (2)
KXL (750 AM)	KOIN (6)
KYKN (1430 AM)	KGW (8)
KBZY (1490 AM)	KPTV (12)
KKJZ (106.7 FM)	
KUPL (98.5 FM)	

In addition to our closure broadcasts, you may obtain information regarding schedule at www.flashnews.net.

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.

VISITORS

All visitors must check in at the campus office and obtain a visitor's pass. In addition, please note the following for any student visitors:

- Limited to those interested in attending Salem Academy
- Must be prearranged; 24-hour prior notice must be obtained
- Not allowed when the public school is not in session
- Not allowed during final exam days
- Are expected to comply with SAC standards for conduct and appearance

MEDICATION AND 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, both non-prescription and prescription, must be brought to the school office and administered by school personnel.

- Parents must bring the medication to school for their student; specific written directions from the parents or prescribing physician must be included. Please use the SAC Medication Permission Form located in the **Appendix I**.
- Sharing of any type of medication, whether prescription or over-the-counter, between students is not allowed.
- The school office will distribute but not provide over-the-counter medication (OTCs).

LOCKERS

Our goal is to maintain a campus that is clear of litter and vandalism and that demonstrates pride and respect for our facilities. Therefore, 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. It is wise to keep your locker locked at all times. 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.
- Locks with combinations will be available free of charge when the student registers for school.

CARE OF

- Salem Academy is not responsible for loss from lockers.
- If a student's locker is left uncleaned at the end of the school year, the student's tuition account will be charged an appropriate fee.
- Any placement of posters, etc. on or in lockers must be acceptable to Salem Academy standards and codes and must be removed by the end of the year.
- Please keep lockers closed throughout the day. 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 SEARCH

- 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.
- Students are to expect that lockers may be inspected from time to time to assure that such areas are not being used for any unauthorized purpose.
- Prior notification of any check of assigned lockers will not be given.
- Lockers may be checked on a random basis OR if the administration has a reasonable suspicion that a prohibited item (e.g., stolen property, firearms, drugs) is in a locker, an emergency search will be made.
- Students will be informed of a particular locker search after the search has taken place.
- The administrator, or a designee, shall be assisted in a locker search. Any prohibited items found in the locker will be held by the administrator.

ELECTRONIC DEVICES

Electronic devices are not to be in use at school from 8 a.m. to 3 p.m., except during lunch. Acceptable use at lunch is limited to communication purposes only. Please also note:

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

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

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.

AUTOMOBILES

Student-driven vehicles must be registered in the school office for the purpose of safety and security of our campus. **There is a small fee to register** a vehicle that a student will drive on campus. Students should register all family vehicles that the student could potentially drive to school. Also note:

- Students are expected to park in valid campus parking and are to take up only one spot at a time.
- Upon arrival at school, the student's vehicle is to be parked and should not be driven during the school day without permission from the school office. It is recommended that vehicles remain locked at all times and valuables placed out of sight.
- If items (bags, books, or lunch) are stored in students' cars, students may retrieve them when necessary; however, such retrieval will not merit an excuse to miss or be late to class. Students should not eat lunch in their cars or be in them during break-times throughout the school day.
- Student drivers should exercise good judgment and caution at all times when operating their vehicle on campus. Lack of proper judgment/caution may result in loss of driving privileges (temporary or permanent). The speed limit on campus is 5 miles per hour.

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 semester, items will be held for one week and then donated to a local charity.

AWARDS

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

- **Honor Roll** – Students are placed on the Honor Roll on the basis of work completed for the current school year only. Placement on the Honor Roll will be determined quarterly by grade point average (GPA). There are two levels of Honor Roll at Salem Academy:
 - **Scholars Honor Roll** – Requires students to maintain a 3.5 – 4.0 GPA.
 - **Honor Roll** – Requires students to maintain a 3.0 – 3.49 GPA.
- **Career Honor Roll** – Seniors who have maintained a career cumulative GPA of 3.0 and higher will be placed on the Career Honor Roll.
- **Valedictorian** – Awarded to the graduating senior with the highest GPA over 15 quarters.
- **Salutatorian** – Awarded to the graduating senior with the second highest GPA over 15 quarters.
- **ACSI Distinguished Student** – Awarded to students in the top 10% of their class in the following areas: academics, athletics, Christian service, fine arts, and leadership.
- **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.

INTERNATIONAL STUDENT PROGRAM (ISP)

Students come from all over the world to attend Salem Academy. They add a diversity of culture, language, ideas, and style that provides a depth and uniqueness to our student body. The primary purpose of this program is to:

- Provide a high school education
- Improve the student's knowledge of the American culture, including the historical Christian faith and English language

This is accomplished through:

- Active participation in family life
- Community activities
- School programs

It is our desire that ISP students make every effort to integrate into the culture of the school. Please refer to the Salem Academy ISP Guidelines and Agreement with the ISP director for further information regarding this program.

COCURRICULAR ACTIVITIES

Salem Academy offers a variety of activities for any student who wishes to get involved. These activities enhance the student's experience and provide opportunities for the student to excel outside the classroom. Salem Academy offers student involvement in the following cocurricular activities:

ATHLETICS

Please refer to the Athletic Handbook for more details.

DRAMA

Our drama department expands our drama class into a dramatic production each year. Please refer to the drama teacher for further information.

HONOR SOCIETY

Salem Academy's chapter of the National Honor Society is the Victor's Chapter. The membership of this nationally recognized Honor Society is open to juniors and seniors who have attained a cumulative GPA of at least a 3.5 by the end of their sophomore or junior year. Membership is attained by invitation only, and determination of membership is based not only on scholarship, but also on leadership, service, and Christian character. Members are regularly involved with service opportunities on and off campus.

MUSIC

While our choral, band, and strings programs are considered part of our curriculum offerings, much of their activities are considered cocurricular because they occur outside of school hours. Participation in our music program includes a variety of concerts, competitions, the Musicale festival, and fundraisers such as Oldies Night.

STUDENT GOVERNMENT

Students can be involved in the Associated Student Body (ASB), which is the leadership organization for the entire school, or in class councils which provide leadership for each grade. Please refer to the ASB Constitution for more details regarding student government.

YEARBOOK

Like our music and drama programs, the yearbook class is a part of the curriculum at Salem Academy, but it conducts several activities outside of school in order to raise funds and promote the creation of the Salem Academy yearbook. For further information on yearbook, contact the yearbook advisor.

MISCELLANEOUS

Various clubs may be offered depending on student interest and sponsor availability. Guidelines regarding the participation requirements for activities can be found in **Appendix G**, or in the appropriate documents referred to above.

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 and 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, including the court presentation and crowning of Homecoming King and Queen.
 - **Winter Formal:** evening banquet sponsored by ASB where gentlemen ask out the ladies. Formal attire is expected; see **Appendix E** for more on attire.

- **Sadie Hawkins:** fun evening of activities sponsored by ASB and for which ladies ask out the gentlemen.
- **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 (traditionally at the coast).
 - **Senior Breakfast:** hosted by high school faculty the morning of graduation.

CLASS SCHEDULES

Monday/Tuesday/Friday

High School		Middle School	
P1	8:00-8:45	P1	8:00-8:45
P2	8:50-9:35	P2	8:50-9:35
Break	9:35-9:40	Break	9:35-9:40
P3	9:45-10:30	P3	9:45-10:30
P4	10:35-11:20	P4	10:35-11:20
P5	11:25-12:10	Lunch	11:20-11:50
Lunch	12:10-12:40	P5	11:55-12:40
P6	12:45-1:30	P6	12:45-1:30
Break	1:30-1:35	Break	1:30-1:35
P7	1:40-2:25	P7	1:40-2:25
P8	2:30-3:15	P8	2:30-3:15

Wednesday/Thursday

High School		Middle School	
P1 / P2	8:00-9:25	P1 / P2	8:00-9:25
Chapel	9:30-10:10	Chapel	9:30-10:10
P3 / P4	10:15-11:40	P3 / P4	10:15-11:00 / 11:35-12:05
Lunch	11:40-12:10	Lunch	11:00-11:30
P5 / P6	12:15-1:40	P5 / P6	12:15-1:40
P7 / P8	1:50-3:15	P7 / P8	1:50-3:15

Assembly Schedule

High School		Middle School	
P1	8:00-8:40	P1	8:00-8:40
P2	8:45-9:25	P2	8:45-9:25
P3	9:30-10:10	P3	9:30-10:10
Break	10:10-10:15	Break	10:10-10:15
P4	10:20-11:00	P4	10:20-11:00
P5	11:05-11:45	P5	11:05-11:45
P6	11:50-12:30	Lunch	11:45-12:15
Lunch	12:30-1:00	P6	12:20-1:00
P7	1:05-1:45	P7	1:05-1:45
P8	1:50-2:30	P8	1:50-2:30
Assembly	2:35-3:15	Assembly	2:35-3:15

Extended Assembly Schedule

High School		Middle School	
P1	8:00-8:35	P1	8:00-8:35
P2	8:40-9:15	P2	8:40-9:15
P3	9:20-9:55	P3	9:20-9:55
Break	9:55-10:00	Break	9:55-10:00
P4	10:05-10:40	P4	10:05-10:40
P5	10:45-11:20	P5	10:45-11:20
P6	11:25-12:00	Lunch	11:20-11:50
Lunch	12:00-12:30	P6	11:55-12:30
P7	12:35-1:10	P7	12:35-1:10
P8	1:15-1:50	P8	1:15-1:50
Assembly	1:55-3:15	Assembly	1:55-3:15

Half Day (11:30 Early Dismissal)

High School		Middle School	
P1	8:00-8:20	P1	8:00-8:20
P2	8:25-8:45	P2	8:25-8:45
P3	8:50-9:10	P3	8:50-9:10
P4	9:15-9:35	P4	9:15-9:35
Break	9:35-9:40	Break	9:35-9:40
P5	9:45-10:05	P5	9:45-10:05
P6	10:10-10:30	P6	10:10-10:30
P7	10:35-11:05	P7	10:35-11:05
P8	11:10-11:30	P8	11:10-11:30

Half Day (11:30 Finals)

High School		Middle School	
P1	8:00-9:30	P1	8:00-9:30
Break	9:30-9:55	Break	9:30-9:55
P2	10:00-11:30	P2	10:00-11:30

10 AM Late Start

High School		Middle School	
P1	10:00-10:30	P1	10:00-10:30
P2	10:35-11:05	P2	10:35-11:05
P3	11:10-11:40	P3	11:10-11:40
P4	11:45-12:15	Lunch	11:40-12:10
Lunch	12:15-12:45	P4	12:15-12:45
P5	12:50-1:20	P5	12:50-1:20
P6	1:25-1:55	P6	1:25-1:55
Break	1:55-2:00	Break	1:55-2:00
P7	2:05-2:35	P7	2:05-2:35
P8	2:40-3:15	P8	2:40-3:15

CONTACT INFO

Main Campus – Secondary

Salem Academy Christian Schools

942 Lancaster Drive NE
Salem, OR 97301

Phone: 503.378.1211 – High School (HS)
503.378.1201 – Middle School (MS)
503.378.1219 – Superintendent and Business Office

Fax: 503.375.3265

LEADERSHIP TEAM

- **Ken Friesen** – Secondary Principal (1219)
- **Debbie Tipton** – Dean of Student Services (1211)
- **Pete Potloff** – Athletic Director (1211)
- **Jason Brownell** – Curriculum & Instructional Coordinator (1201)
- **Lisa Hall** - Guidance Counselor (1211)
- **Lois Gardner** – Academic Resource Specialist (1211)
- **Shannon deVries** – Dean of Student Life and Admissions (1211)
- **Tina deVries** – MS Assistant Principal (1201)
- **Randy Carruthers** – ISP Director (1211)
- **Debi Haslebacher** – HS Registrar, Attendance and Athletic Assistant (1211)
- **Angela Jones** – HS Administrative/Admissions/ISP Assistant & Print/Web Publisher (1211)
- **Dawn Kropf** – MS Administrative Assistant (1201)
- **Janet Carruthers** – ISP Assistant (1211)

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 contact Mrs. deVries if it is a middle school matter and Mrs. Tipton if it is a high school matter, and they will assist you.

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 Office or Middle School Office for assistance.

-
- Academic probation – Lisa Hall
 - Academic support for students – Lisa Hall, Megan Colburn and Lois Gardner
 - Accreditation – Debbie Tipton
 - Admissions – Shannon deVries
 - Athletic eligibility – Pete Potloff
 - Attendance – Debi Haslebacher
 - Chapels – Shannon deVries
 - College/Career coordinator – Lisa Hall
 - Community Service – Debbie Tipton and Debi Haslebacher
 - Crisis response – Steve Outslay, or each person in succeeding order on the basis of availability:
 - Ken Friesen
 - Sherrie Osborn
 - Pete Potloff/Debbie Tipton – high school
 - Tina deVries – middle School
 - Curriculum – Jason Brownell
 - Bible department head – Pete Potloff
 - English department head – Chris Rankin

- Fine Arts department head – Janet Carruthers
 - Foreign Language department head – Randy Carruthers
 - Math department head – Joanne Leavitt
 - Phys Ed/Health department head – Beth Nieth
 - Science department head – Jason Brownell
 - Social Studies department head – Sarah Reed
 - Professional Technical arts – Debbie Tipton
 - 6th Grade – Tina deVries
- Detentions – Shannon deVries
- Facilities & event coordinator – Debi Haslebacher
- Fall-In – Sara Reed
- Graduation requirements – Debbie Tipton
- Homecoming – Sarah Reed
- Immunizations – Debi Haslebacher, Dawn Kropf
- Instructional supervision – Jason Brownell
- International Student Program (ISP) director – Randy Carruthers
 - Assistant director – Janet Carruthers
 - Home stay coordinator – Angela Jones
- Master calendar – Susie McAvoy
- National Honor Society – Nathan Ohta
- New student interviews – Shannon deVries
- Registrar – Debi Haslebacher
 - Student records
 - Class profiles
 - Graduation credits – assistance
 - Academic probation – assistance
- RenWeb support – Spencer Jones, Debbie Tipton
- Report cards, high school – Debi Haslebacher
- Report cards, middle school – Dawn Kropf
- Senior class advisor – Debbie Tipton, Jason Brownell, Debi Haslebacher
- Senior graduation event staff liaison – Debi Haslebacher
- Staff professional development – Ken Friesen, Debbie Tipton
- Standardized testing – Lisa Hall, Jason Brownell
 - Communicating of SAT dates to students
 - PLAN test administration
 - PSAT test administration
 - Coordination of ASVAB
 - AP exams administration
 - Standardized achievement test coordination
- Student conduct – Shannon deVries
 - Dress code issues for girls – Lisa Hall, Debbie Tipton
- Student leadership – Debbie Tipton
 - ASB advisor – Sarah Reed
 - Class of 2011 advisor – Debbie Tipton, Jason Brownell, Debi Haslebacher
 - Class of 2012 advisor – Nathan Ohta, Coni Krause
 - Class of 2013 advisor – Mark Clarke, Beth Nieth
 - Class of 2014 advisor – Sarah Overby, Emily Stomps
 - Junior/Senior Banquet advisor– Sarah Reed
 - Middle school ASB advisor – Michael Dupuis
- Student publications
 - HS Yearbook advisor – Sarah Overby
 - MS Yearbook advisor – Neal Jones
- Student schedules – Debbie Tipton
- Substitutes – Debbie Tipton, Debi Haslebacher
- Title I coordinator – Debbie Tipton

(Subject to Change)



2010 / 2011

August 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August
 23 Fall Sports Practices Begin (HS)
 30 Fall Sports Practices Begin (MS)

September
 2 Preschool Open House
 6 NO SCHOOL (ALL)
 Labor Day
 7 New Student Orientation (ALL)
 PS Orientation
 8 School Starts (ALL)
 School Starts (PS)
 13-14 FALL-IN (HS)
 20 "Back to School Night" (ALL)
 New Family Orientation
 24-26 Legacy Weekend
 24 Homecoming

October
 7-8 NO SCHOOL (ALL)
 In-Service

November
 5 Early Dismissal (Elem)
 End of 1st quarter (ALL)
 11 NO SCHOOL (ALL)
 Veteran's Day
 22-23 NO SCHOOL (ALL)
 Parent/Teacher Conferences
 24-26 NO SCHOOL (ALL)
 Thanksgiving Break

December
 17 Early Dismissal (ALL)
 18-1/2/11
 NO SCHOOL (ALL)
 Christmas Break

January
 3 Classes Resume
 17 NO SCHOOL (ALL)
 Martin Luther King Day
 24-27 Final Exams (HS/MS)
 Early Dismissal (HS/MS)
 28 NO SCHOOL (ALL)
 Teacher In-service Day
 End of Semester
 31 State of the School meeting

February
 18 NO SCHOOL (ALL)
 In-Service
 21 NO SCHOOL (ALL)
 Presidents' Day

March
 10 Early Dismissal (Elem)
 Open House (ALL)
 Preview Night (MS)
 11 NO SCHOOL (ALL)
 In-Service
 21-25 NO SCHOOL (ALL)
 Spring Break

April
 8 NO SCHOOL (ALL)
 In-service (ALL)
 End of 3rd quarter
 14-15 Parent/Teacher Conferences
 (Elem—No School)
 22 NO SCHOOL (ALL)
 Good Friday

May
 30 NO SCHOOL (ALL)
 Memorial Day

June
 5/31- 6/1
 Senior Finals (HS)
 3 Late Start (HS/MS)
 HS Graduation
 6-9 Final Exams
 Early Dismissal (HS/MS)
 6 Kindergarten Graduation (Elem)
 8 Last Day of School (Elem)- Full day
 9 8th Grade Promotion (MS)
 Last Day of School (MS/HS)

February 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

LEGEND
 942 Lancaster Drive NE
 Salem, OR 97301

Administration: 503.378.1219
Athletic Director: 503.378.1211
High School: 503.378.1211
Middle School: 503.378.1201
Elementary School: 503.399.7360
Preschool: 503.370.8488

SCHOOL HOURS
Elementary School Hours 8:15 A.M.-3:00 P.M. (Early Dismissal 11:30 am)
HS/MS School Hours 8:00 A.M.-3:15 P.M. (Early Dismissal varies)
 Excessive school closures due to inclement weather may result in an additional day of school on June 10.

"Whatever you do, work at it with all your heart, as working for the LORD, not for men."
Colossians 3:23

APPENDIX

Appendix A: TECHNOLOGY ACCEPTABLE USE POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

By signing the Technology Acceptable Use Policy Agreement, the student agrees to abide by these restrictions. The student and parent (or guardian) must sign after they have discussed these rights and responsibilities together. The technology user and his/her parents must understand that the student uses the Internet at his/her own risk. Considering the provisions mentioned above, SAC cannot assume responsibility for:

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

Appendix B: CONFLICT AND GRIEVANCE

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

If resolution of the dispute and reconciliation does not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation as printed in the **Christian Conciliation Handbook** (406-256-1583 or www.hispeace.org).

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

Appendix C: PARTNERS IN EDUCATION (P.I.E.)

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

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

Appendix D: BEHAVIOR GUIDELINES

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

- **LYING** – includes the verbal, written, or otherwise-implied statement of untruth.
- **PLAGIARISM** – Presenting or paraphrasing, in whole or in part, someone else's words, idea, product, or data as one's own.
- **REPEATED AND SIGNIFICANT NONCOMPLIANCE WITH DRESS AND APPEARANCE STANDARDS AND EXPECTATIONS.**

- **VERBAL ABUSE** – includes serious or persistent verbal action that prevents an orderly and peaceful campus environment. Verbal abuse includes, but is not limited to, cursing and otherwise verbally demeaning another individual—their race, beliefs, sex, handicapping condition, or intellectual ability.
- **POSSESSION OF OR MENTION IN A THREATENING WAY OF FIREARMS, BOMBS, KNIVES, OR OTHER DEVICES MEANT TO CAUSE BODILY HARM.**
- **INAPPROPRIATE LITERATURE AND/OR ILLUSTRATIONS** – includes pictures (hand-drawn or otherwise) that are obscene or demeaning in nature. This includes displays in or on lockers, clothing, backpacks, etc.
- **FIGHTING** – Physical assault or retaliation will not be tolerated, and students may be sent home for a "cooling off" period until a conference can be held with parents.
- **ABUSE OR VANDALISM OF SCHOOL PROPERTY** – in addition to other penalties, students who abuse or in any way vandalize school property will be financially and/or physically responsible for labor and materials necessary to repair the damage.
- **USE OR ENABLING USE OF TOBACCO, ALCOHOL, OR ILLEGAL DRUGS ON OR OFF CAMPUS** – Salem Academy students also agree to not remain at any activity where drugs, alcohol, or tobacco are being illegally used. Students are expected to leave immediately any activity where these things are present and are being made available to minors.
- **ASSOCIATION AND/OR AFFILIATION WITH ANY GANG OR GANG ACTIVITY.**
- **VIOLATION OF A CIVIL LAW, INCLUDING WHEN A LAW ENFORCEMENT AGENCY IS INVOLVED.**
- **CHEATING ON EXAMS OR OTHER CLASS WORK** – Cheating includes the actual giving or receiving of any unauthorized assistance or aid, or the actual giving or receiving of unfair advantage on any form of academic work.
- **SEXUAL MISCONDUCT** – Students at Salem Academy Christian Schools are expected to keep their lives and bodies pure in the biblical sense by not engaging in sex before marriage. Verified sexual misconduct may result in dismissal from school.
- **USE OF PROFANITY AND GENERALLY FOUL LANGUAGE** – includes use of God's name in an uncomplimentary way, or regular use of obscene or otherwise unacceptable language.
- **ANY OTHER ACTIVITY DEEMED OF A SERIOUS OR THREATENING NATURE BY SCHOOL ADMINISTRATION.**

DEFINITIONS OF POSSIBLE DISCIPLINARY ACTIONS

- **Detention** – An assignment to a designated area after school as a result of disciplinary infractions. The detention room will be available Tuesday through Thursday and students have up to 3 days to serve an assigned detention. Specific detention guidelines:
 - Detention will begin promptly at 3:30 p.m. and will last until 4:15 p.m. Students arriving after 3:30 p.m. will not be permitted to serve detention that day and must make it up the next detention day.
 - Students are to report to the assigned detention room. The clock in that room will be considered official time. Communication (either verbal or nonverbal) is not allowed in detention, and students must be seated in an upright manner.
 - Students are to bring nothing to detention. Writing paper and a pen or sharpened pencil will be provided. Detention activities may include copying an assigned section of the parent/student handbook, performing a maintenance or cleaning task on campus, and picking up litter on the grounds.
 - During detention, students will not be permitted to leave the room or the assigned work area for any reason other than an extreme emergency.
 - 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.
 - If detention is assigned for the day of an athletic or other cocurricular event, the detention must be served on the day assigned and will take precedence over the activity.
 - After a fifth detention is accrued in any quarter of the school year, a suspension from school will be assigned for subsequent infractions, and the administration will give consideration regarding additional consequences.
- **Saturday School** – Saturday School may be served when a student has accumulated the sixth and subsequent detentions in any one grading period, when a student has compiled

his/her seventh unexcused tardy in any one grading period, or for any other reason deemed appropriate by the dean of students or principal.

- Saturday School will begin at 9 a.m. and will end at 11 a.m., unless communicated otherwise. Students arriving after the appointed start time will not be permitted to serve. They will be assigned another form of consequence, which could include a 1-day off-campus suspension from school in lieu of Saturday School.
- Activities at Saturday School may include copying assigned sections from the parent/student handbook, specific work assignments on campus, or a combination of both.
- **Suspension** – A student may be issued an out-of-school or an in-school suspension.
 - This may also result in temporary removal of a student from school buildings/property and from participation in school activities, including athletics, drama, cheerleading, etc., and access to school transportation.
 - Any suspension is an unexcused absence. In most cases students will not be allowed to make up work missed. They may be expected to make up work missed without credit being granted. Exceptions will be determined on a case-by-case basis.
 - Suspensions from school will be assessed by the principal or dean of students. Parents will receive formal notification if a student is going to be suspended. In some cases, parents will be consulted as to whether a suspension is the most effective and most appropriate course of action, or if other alternatives should be considered.
 - Any suspension for longer than 5 school days must have prior approval from the superintendent.
- **Expulsion** – Removal of a student from school buildings/property, and all classes and activities.
 - An expulsion shall be for a minimum of one calendar year, unless modified by the superintendent.
 - Readmittance after one completed calendar year from the point of expulsion will be considered only upon successful completion of a counseling program and/or a proven record of success at another institution.

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

EXPULSION PROCEDURES AND OPPORTUNITY FOR APPEAL

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

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

If a family chooses to appeal a decision for expulsion, that appeal will be heard by the Superintendent, and scheduled at a time to be determined by the Superintendent. The appeal process will be as follows:

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

- The superintendent will communicate the ruling in writing to the principal and the family.

DRUG AND ALCOHOL TESTING

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

ZERO TOLERANCE

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

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

PLAGIARISM

The consequences for a student guilty of plagiarizing as defined previously will likely be:

- First offense (in a single class): loss of credit for the assignment
- Second offense (in the same class): loss of credit for the quarter in that course
- Third offense (accumulated among all classes over course of the school year): expulsion from school

Depending on the seriousness of the infraction and the attitude of the student involved, a student may be considered for expulsion on the first or second offense.

Appendix E: DRESS AND APPEARANCE-SPECIAL EVENT ATTIRE

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

- A long or short fancy dress or a dressy, coordinated pants outfit is appropriate attire.
- 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 materiel anywhere on the front part of the dress unless in the shoulder or neck area.
- There should be no open midriiffs 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.
- Visible body piercing other than earrings is not allowed.
- Administration reserves the right to approve or disapprove of dresses prior to the student's participation in an event.

MEN

- A tuxedo, with or without tails, or a suit and tie, worn with dress shoes with dark socks is appropriate attire.
- Earrings and other visible body piercing are not allowed.

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.

Appendix F: ATTENDANCE

STUDENT ABSENCE PROCEDURES

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

- In instances where knowledge of an absence exists before the absence, such as a planned vacation, prearranged absences can be excused before the student is absent. A phone call to the office or a signed note with the dates of anticipated absence will allow students and teachers to plan for the absence ahead of time.
- In instances where knowledge of the absence did not exist before the day of, such as with a student illness, a phone call to the office would be appreciated to relieve school concerns for the student's well-being. When returning to school after an absence, the student must bring a note from his/her parent to the office stating the date(s) and reason for absence. The attendance office will be open daily at 7:30 a.m.
- The school is responsible for determining whether an absence is excused. Absences for illness, doctor's appointments, family emergencies and prearranged family trips will be excused. All other absences must be excused by the administration.
- Absences that are not cleared by a parent within 1 week after the return of a student to school will become unexcused absences and considered Truancy/Skipping and consequences may be assigned.
- It is the student's responsibility to go to the teacher after an excused absence and get missed assignments.
- If the absence is for an extended period (more than 2 days), homework may be requested from the school office. The earlier homework is requested, the better our chances of collecting and making it available by the end of the day. The student is allowed an equal number of days as the absences to make up work. For extenuating circumstances and individual needs, communicate with individual teachers to ensure understanding for both the student and the teacher.

TRUANCY/SKIPPING

Truancy is an absence that could not have been excused under any legal circumstance. This includes the following:

- Leaving school before the end of the day without permission.
- Staying out of any part or all of a scheduled class without permission.
- Consequences for truancy/skipping:
 - Skipping is considered an absence with no opportunity to make up work. All missed assignments and tests will result in a zero.
 - First violation – parent notification, conference with dean of students, and possible in-school suspension.
 - Second violation – 3-day suspension with possible reduction in length following a parent conference.
 - Third violation – 5-day suspension not subject to reduction in length.
 - Subsequent violations may result in mandatory withdrawal from school.

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.

- A student must have parental and administrative permission to leave school once he/she has arrived on campus.
 - 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 a passport, which will require a teacher's signature. When the time comes for the student to leave, he/she will come to the office and sign out on the sheet provided.
 - 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 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 must sign the student in upon his/her return to school.
 - Under the closed-campus policy, students are not permitted to leave for lunch, nor are students permitted to have guests visit campus during lunch or at any other time of the day unless previously arranged in the school office. 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. Parents may not call and excuse a student to leave at lunchtime without one of the above-mentioned conditions.
 - If a youth pastor wishes to remain on campus to have lunch with students, prior approval must be granted by submitting a letter from their church pastor on church letterhead. This must then be approved by the Secondary Principal.
 - Seniors may be granted a "senior lunch privilege" by the administration. This privilege allows the 12th-grade student, with previously granted parent permission, to walk off campus for lunch.
 - ❖ The student should sign out in the office before they walk off campus for lunch. 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.
 - Members of the Honor Society have the same off campus lunch privileges as seniors.
 - Based on our belief that in order for students to be successful it is vital they are in class and on 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.

TARDY POLICY

Regular and punctual attendance is essential for success in the classroom. With promptness, a student demonstrates self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, but it is essential for the development of good habits, which are characteristics of success and good citizenship in every walk of life. Developing the habit of promptness is not only one of great value in school but also a great habit to develop for life.

- A student is considered tardy to class when he or she is not in the classroom when it is time to begin class. Each teacher will determine the definition of tardy beyond this in regard to preparation, materials, and location of the student for their classes.
- A student who is more than 10 minutes late to class will be considered to be absent rather than tardy.
- The following provision regarding the number of tardies a student collects is established on a per-quarter basis:
 - A student will be allowed 2 unexcused tardies per grading period without penalty. Please note: This is 2 unexcused tardies total, not 2 unexcused tardies per class.
 - When a 3rd unexcused tardy is earned, the student will be referred to the administration for notification and counsel.
 - Should a 4th unexcused tardy occur, the student will be referred to an administrator for counsel, and the parent will be contacted.
 - In the event of a 5th unexcused tardy, a detention may, at the discretion of the administration, be assigned for each.
 - If a student is tardy for a 6th time in one quarter, he/she may be assigned to Saturday School or to a one-day suspension.
 - Should previous measures fail and a student is tardy (unexcused) for a 7th time in one quarter, a suspension from school may be assigned, and a conference may be held with the parent, student, and the administration regarding whether the student should remain in school.

Appendix G: ACHIEVEMENT EXPECTATIONS

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 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. At the end of the probation period, if the GPA has met the acceptable 2.00 standard, probationary status will be removed.
- Should, however, the GPA remain below 2.00, 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.

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:

- **Student Government** – The Constitution of the Associated Student Body of Salem Academy High School states that "all candidates and officers of the Associated Student Body, the respective classes, and recognized clubs and organizations shall have a cumulative grade point average of 3.00 or higher and shall meet any other qualifications that may be established in the Bylaws."
- **All Other Activities**
 - **Attendance:** A student should be present in school ALL day on the day that he/she is to represent the school. Participation in practices will follow the same guidelines. Students not at school for the entire day will not be allowed to participate in the event or practice.
 - ❖ In the event that a medical appointment is made, the student will notify the school and coach in advance of the appointment. The student will be permitted to miss classes only for the time allotted for the appointment.
 - ❖ In the event of a family emergency, the parent will notify an administrator who will make a decision as to the participation for the event.
 - ❖ In extenuating circumstances, parents must call school before the beginning of the school day.
 - **Academic:** If a student receives one or more F's in classes, or falls below a GPA of 2.00 at the end of a grading period he/she will be declared ineligible for cocurricular activities.
 - **Behavior:** If the student earns an unsatisfactory behavior report (excessive tardies, lack of cooperation, excessive detentions, etc.), he/she will be declared ineligible for cocurricular activities.
 - **Ineligibility:** The period of ineligibility will last 2 weeks. During the ineligible period, the student will be expected to attend all practices, rehearsals, etc. Should the student's grades or behavior not meet acceptable standards at the end of 2 weeks, ineligibility will continue until the next quarterly grade report is issued.
 - ❖ If the student has satisfactorily met the prescribed standard at the end of the ineligible period, he/she will be reinstated to full participation.
 - ❖ If a student has not displayed satisfactory behavior and academic performance on the final report card of the year, he/she will be declared ineligible through the first 2 weeks of the new school year.
 - ❖ A student ineligible at the end of the school year may gain eligibility for the following year by passing approved courses during the summer. An approved course is one that has been given approval by the counseling staff or the principal.
 - ❖ [For Athletic specific ineligibility, please refer to the Athletic Handbook.](#)

Appendix H: STUDENT RECORDS

STUDENT RECORDS OREGON ADMINISTRATIVE RULES (OAR's)

581.021.0220 - Definitions of Student Records

581.021.0230 - The Rights of Parents

581.021.0240 - The Rights of Eligible Students

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

OAR 581.045.0018 4 (e) Withholding of Student Records

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

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

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

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

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

FAILING GRADES

Failing grades result in no credit being awarded toward graduation requirements. Should students desire to retake courses for an improved grade and increase in GPA, they should check with the guidance counselor. Classes that result in a failing grade can be retaken for a higher grade under the following circumstances:

- Only core classes can be retaken (PE and elective courses cannot be retaken for a higher grade).
- The student must retake the class identical to the originally failed class.
- The principal/guidance counselor must approve repeating the course, so it will not negatively impact progress toward the student's graduation credit requirements.

Appendix I: SAC MEDICATION PERMISSION FORM

(Prescription and Non-Prescription)

CHILD'S NAME _____ **Grade** _____
Last Name First Name

LIST OF MEDICATION—Please list all medications, including OTC's (Tylenol, cough drops, Tums, etc.) you are providing for your student

Name of Medication _____ **Condition** _____

Possible Side Effects _____

Dosage Amount _____ Begin Date _____ End Date _____ Time of Day to Administer _____

Name of Medication _____ **Condition** _____

Possible Side Effects _____

Dosage Amount _____ Begin Date _____ End Date _____ Time of Day to Administer _____

Name of Medication _____ **Condition** _____

Possible Side Effects _____

Dosage Amount _____ Begin Date _____ End Date _____ Time of Day to Administer _____

IF ANY ARE PRESCRIPTION:

Pharmacy _____ RX # _____ Phone _____

PARENTS SIGNATURE _____ **Date** _____

Address _____ Phone _____

* **Disposition of Medicine:** All prescription medication will be disposed of annually by **July 15** unless picked up prior by the student's parents. OTC's can remain in the campus office and will be disposed of when they have reached their expiration date.

(FOR OFFICE USE ONLY)

DISPURSEMENT TRACKING—SAC Staff, please fill in date, time and initial whenever dispensing medicine

<u>Date</u>	<u>Time</u>	<u>Dosage</u>	<u>Initial</u>	<u>Date</u>	<u>Time</u>	<u>Dosage</u>	<u>Initial</u>
____/____/____	_____	_____	____	____/____/____	_____	_____	____
____/____/____	_____	_____	____	____/____/____	_____	_____	____
____/____/____	_____	_____	____	____/____/____	_____	_____	____
____/____/____	_____	_____	____	____/____/____	_____	_____	____
____/____/____	_____	_____	____	____/____/____	_____	_____	____
____/____/____	_____	_____	____	____/____/____	_____	_____	____
____/____/____	_____	_____	____	____/____/____	_____	_____	____
____/____/____	_____	_____	____	____/____/____	_____	_____	____
____/____/____	_____	_____	____	____/____/____	_____	_____	____

* Once completed, this form is to be placed in the student's folder.