

SALEM LUTHERAN SCHOOL

Student Parent Handbook
2010-2011



Accredited through 2015 by the
Western Association of Schools and Colleges
National Lutheran School Associations



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Dear Parents,

Welcome to Salem Lutheran School! The Board of Education and I pray that your child and you will be blessed with the Christian education provided by Salem. It is our hope that as you carefully read this handbook you will understand Salem's mission.

Included as an integral part in education at Salem is the teaching of the love of Christ. It is our hope that through this teaching each child will show this Christian love through a positive and loving attitude toward others, both in the classroom and in activities away from school.

We ask that you reflect on Proverbs 22:6 - "Train up a child in the way he should go, so that when he is old he will not depart from it."

Developing the whole child through all aspects of Christian education is the goal of Salem, and this can be best accomplished in a partnership between parents and the school. Please do not hesitate to call the school office, teachers, or me to help assist you in ensuring that this goal is met.

In His Name,
Mr. Philip G. Duerr,
Principal

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Salem Lutheran School Mission Statement

The mission of Salem Lutheran School, as a mission outreach of Salem Lutheran Church, is to bring Jesus Christ to each student and family, nurturing them in a growing personal relationship with Jesus Christ. Integrating all facets of the educational experience, Salem Lutheran School will prepare the student to live a productive Christian life.



Salem Lutheran School Philosophy

Salem Lutheran School, as an integral part of Salem Lutheran Church, adheres firmly to the following scripture:

“Train up a child in the way he should go, so that when he is old he will not depart from it.” **Proverbs 22:6.**

“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” **Matthew 28:19.**

Salem Lutheran School will provide an environment where each student, regardless of race, creed, or gender, will develop spiritually, intellectually, socially, emotionally, and physically, according to his/her God-given abilities. Salem will provide diverse experiences and relevant curricula allowing for optimum achievement and development and enabling each student to become a productive and participating Christian citizen in a democratic society. Worship and learning experiences in the church and school will develop and sustain each child’s faith. Salem Lutheran School will work closely with the family and the church to complete this task.

Educational Goals

Preface

Salem Lutheran School is an extension of Salem Lutheran Church, and is an affiliate member of the Pacific Southwest District of the Lutheran Church Missouri Synod. It

is the primary purpose of the school to teach the Word of God and nurture the development of the Christian faith. In performing this task, Salem Lutheran School works closely with the church and the home. In addition to spiritual development, Salem Lutheran School is committed to high academic standards and promotes participation in extra curricular activities to develop the whole child intellectually, socially, emotionally, physically, and in aesthetic appreciation.



**The Lutheran Church
Missouri Synod**

The goals of Salem Lutheran School are stated in the following broad areas:

- I. Spiritual Development
- II. Intellectual Development and Aesthetic Appreciation
- III. Social and Emotional Development
- IV. Physical Development

I. Spiritual Development

A. Personal Relationship with God

- develop a personal relationship with God in Christ Jesus as his/her personal Savior
- develop the desire to learn what God reveals through the Scripture
- develop an intimate relationship with Christ through a constant prayer life

B. Worship

- learn the love of and need for worship
- participate in frequent opportunities for worship

C. Witnessing

- accept the responsibility of Christ's command to share the Good News with others
- gain confidence and skill to tell others of salvation through Jesus Christ

D. Christian Service

- recognize and respond to the needs of others
- use time, talents, and treasures in service to the church at large

E. Biblical and Doctrinal Understanding

- grow to understand the love of God as revealed through Holy Scripture
- grow to understand the fundamental doctrines of the Lutheran Church

II. Intellectual Development and Aesthetic Appreciation

A. Communication Skills

- develop proficiency in listening, speaking, writing, and reading

B. Mathematic Skills

- develop proficiency in mathematical concepts, computation, and problem solving skills

C. Social Sciences

- develop an understanding of cultures and people.
- develop appreciation for our state, country, their history, and the democratic process

D. Scientific Understanding

- develop an appreciation of the world as God's creation, living as a positive environmental steward
- develop the ability to carry out scientific study as related to physical, life, and earth sciences

E. Thinking Skills

- develop skills to enable decision-making in an age-appropriate Christian manner

F. Technology

- develop the skills to use the computer and internet for the investigation and presentation of material in other areas of the curriculum

G. Aesthetic Appreciation

- develop an appreciation of the beauty of the world that God has created
- develop an appreciation of and experience the joy of participation in music, art, literature, and drama

III. Social and Emotional Development

A. Self Concept

- acceptance as a special child of God with unique and valued individual talents and attributes

B. Sensitivity

- develop awareness of the feelings of others and act with Christian love and respect toward them

C. Self Discipline

- develop the ability to relate with others in an appropriate Christian manner in home, school, and community

D. Social/Cultural Awareness

- develop love and pride for country and grow to become a responsible citizen
- develop empathy, respect and response for others of differing capabilities, cultures, and economic advantages

E. Future Life Goals

- develop awareness of the constant changes in life around us
- develop awareness of the need for a solid Christian foundation in order to make appropriate life choices
- develop awareness of diverse possibilities for service and vocation in life

IV. Physical Development

A. Growth and Maturation

- develop understanding and thankfulness for the creation of life and maturation
- gain preparedness for the physical and psycho-emotional changes of adolescence

B. Health

- develop the knowledge to practice good nutrition, health, hygiene, and safety habits
- develop age appropriate understanding of human sexuality and the Christian responsibility involved in the appropriate use of this gift of God

C. Physical Fitness

- develop and learn kinesthetic and fundamental skills
- develop a lifelong commitment to exercise and physical fitness necessary to maintain a healthy body and mind

D. Sportsmanship

- develop skills of cooperation, enjoyment, and teamwork, through participation with others
- develop skills of affirmation and genuine encouragement for peers of all ability levels

E. Recreation

- develop knowledge and skills necessary to appreciate and enjoy individual and team activities

Objectives

In keeping with the philosophy of Salem Lutheran School, the school works in partnership with the church and the home. Consequently, it is very important to recognize specific objectives for teacher, students, and parents.

Teacher Objectives

It is the objective at Salem Lutheran School that teachers will:

- model the Christian life
- practice a daily prayer and devotional time, remembering students and families in prayer
- consider each child as a unique, valued creation of God
- recognize and respond to each child's differing abilities
- refer students for special help when and if needed
- provide daily teaching of God's Word
- set high standards with well-planned lessons and activities
- respect and cooperate with colleagues and parents
- set classroom routines to provide a stimulating and safe environment
- encourage Christian character and citizenship
- establish close contact and working relationship with parents
- be actively involved in the life of Salem Lutheran Church
- continue to grow in the teaching profession

Student Objectives

It is the objective at Salem Lutheran School that students will:

- grow in a closer relationship with the Lord through daily prayer and Bible study
- worship regularly
- witness the love of Jesus Christ to others in the community by word and deed
- use the individual gifts that God has given them to their very best ability
- strive for academic excellence

- show respect to all teachers and staff
- treat other students with respect and caring
- exhibit good citizenship, following all rules and guidelines

Parent Objectives

It is the objective at Salem Lutheran School that parents will:

- recognize each child as a special creation and gift from God with unique, individual abilities
- pray daily for their child, other students, the faculty, and the school
- worship regularly
- support Salem Lutheran School policies and classroom teachers
- maintain close contact with the teacher to reinforce what is taught at school
- communicate with faculty and administration any situation affecting the classroom and/or school through the appropriate channels
- become involved in activities that support Salem Lutheran School

GENERAL INFORMATION

Description

Salem Lutheran School is a fully accredited and licensed facility comprised of a Preschool (ages 2 1/2-5), Kindergarten, Elementary (Grades 1-6) and a Junior High (Grades 7-8)

Non-Discrimination Policy

Salem Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to the students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic programs, or any other school administered programs.

Enrollment Requirements

All incoming Kindergarten, or students applying for First Grade who did not attend Salem's Kindergarten, will be required to complete a readiness assessment administered by Salem staff, prior to acceptance. Salem abides by a recommended cut off date for incoming Kindergartners and First Grade Students.

To enter Kindergarten, a child should be five years old on or before September 1 of the current school year. To be eligible for First Grade, a child should be six years old on or before September 1 of the current year. Birth or Baptism certificates are required as evidence of birth date.

Students entering Grades K-8 from another school are required to complete an enrollment process before acceptance. The enrollment process includes:

- verification of previous enrollment
- copies of scholastic file including current and past report cards and standardized tests
- an evaluation form from the previous school's teacher
- an interview with the principal.

A probationary term for a quarter is imposed on all new Salem students who did not attend Salem Lutheran School the prior year.

Admission Policy

Closed Registration is held the first week in February for school families to secure a spot for the upcoming academic year. At this time, registration is considered complete when the application is completed and registration fee is paid. Space will not be retained for the upcoming year unless secured during closed registration. Acceptance is subject to satisfactory completion of the current grade and payment of all school related tuition and fees.

Applications for remaining openings will be accepted on a first come, first-served basis after this closed period. All final decisions rest with the principal. Appeals can be made to the Board of Education. If there exist fewer openings in the classroom than applications, prioritization for openings into Salem Lutheran School will be in accordance with the following criteria:

Candidate for admission is a sibling of a student presently attending Salem Lutheran School, is a member of Salem Lutheran Church, and has been on the waiting list.

Candidate for admission is a sibling of a student presently attending Salem Lutheran School and has been on the waiting list.

Candidate for admission is a member of the church and has been on the waiting list.

Candidate for admission is a non-member and has been on the waiting list.

If during the enrollment process the school determines that it is in the best interest of the child and or the school that the child not attends Salem, the principal will meet with the parents to discuss the problems and recommend alternative courses of action.

Salem Lutheran School is not staffed or equipped to deal with children who have severe learning and/or emotional problems. Each child is admitted on a conditional basis until the principal, classroom teacher and resource teacher have a chance to observe and assess the child's academic achievement and behavior.

Immunization requirements of the State of California must be met, and all enrollment forms must be completed and returned before child is allowed to attend.

Tuition

Tuition is a yearly rate payable in 10 installments. All tuition is payable in advance. The first payment is due July 1, and the remaining second through tenth payments are due on the first of each month, August through April. Any unpaid balance after the 10th day of each month will be assessed a 5% late charge. Failure to pay tuition installments may result in dismissal of student. Rates for tuition are found on the enrollment agreement completed at the time of registration.

There is a 5% discount (2% discount if paying with a credit card) off the tuition balance if paid in full on or before July 1.

The first tuition installment is due on July 1. If the first tuition installment is not received by 1:00 PM on July 10, than registration is not considered complete and students placement is no longer reserved.

A non-refundable Registration Fee is required at the time the application for enrollment is submitted. This fee is used to secure and purchase materials for the student.

A non-refundable Technology Fee is due on May 1. This fee covers the cost associated with the one-to-one laptop program.

Any student(s) withdrawn after registration will require accounts to be payable up to and including the month in which the student is withdrawn. The first tuition installment becomes non-refundable if the student is withdrawn after June 30.

There is a \$25.00 fee for any returned checks.

Delinquent accounts may be forwarded to an attorney or a collection agency, and any costs or fees related to this process will be the responsibility of the parent.

Accreditation

Salem Lutheran School is a fully accredited school possessing the highest accreditation possible from the Western Association of Schools and Colleges and the National Lutheran Schools Association. These accreditations are in effect until June 2015.

School Hours

7:00a	Extended Day Care
8:10a	Kindergarten/Elementary/Jr. High Doors Open
8:30a	Kindergarten/Elementary/Jr. High Class Begins
8:45a	PreSchool Begins
11:30a	Half-day Kindergarten Dismissal
11:45a	Half-day PreSchool Dismissal
2:50p	Kindergarten/Elementary/Jr. High Dismissal begins in accordance with staggered pick-up schedule
3:30p	Full day Preschool Dismissal
6:00p	Extended Care Closes

Faculty

The Salem Lutheran Elementary School Faculty consists of qualified, loving and caring teachers who possess a minimum of a Bachelor's Degree in Education from an accredited college. The Salem Faculty strives to employ the most efficient and effective methods and media for instruction. The teachers take advantage of professional development and advanced educational classes with many faculty have completed or in the process of completing a Master's degree. While the amount of teaching experience varies, each teacher is expected to provide a mature, Christian example for the students to emulate.

Board of Education

The governing and policy-making body of Salem Lutheran School is the Board of Education. This board determines all general policies for the school. The Board is made up of voting members of Salem Lutheran Church.

Child Abuse Reporting Obligations

In accord with California law, members of the school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical, sexual, or emotional abuse, emotional deprivation, physical neglect, and/or inadequate supervision. In this very serious and legally narrow area, the school would not contact parents in advance of making a report to legal authorities, which would be the procedure in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such

reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Lunch Program

Salem offers the Great American Lunch Box program available to the students on Tuesday through Friday, ordered and paid for by the month. Milk, chocolate milk or juice may also be ordered through the lunch program. For an additional charge, pizza days are offered to the students on Mondays.

CURRICULUM INFORMATION

Worship

In addition to the worship practice begun in the home by parents, the faculty assists children in worship by instructing them in private and public devotions. Children are encouraged to speak and write their own prayers to make worship more personal and meaningful. The school provides devotional leadership opportunities in the classroom and in chapel services. All parents and friends of Salem School are invited to attend our weekly chapel services.

Christian Living

The teaching of the Christian faith permeates every aspect of the educational experience at Salem. Students will grow in their faith development by learning/discussing Bible stories, memorizing key scripture and in worship experiences. Students will explore personal and societal issues, responding in a manner that shows they have internalized the gospel message of love and forgiveness. Prayer life is an essential part of a student's faith development.

First Communion instruction is offered by the Pastor to students in fifth grade and their parents prior to First Communion Sunday.

Confirmation class is a one-year program for Eighth Grade students, taught during class time by the Pastor, for those students that want to be confirmed.

Language Arts

The language arts program, which incorporates literature, is based on a thorough knowledge of phonetic sounds, augmented by vocabulary development and increasing comprehension skills. Reading, writing, spelling, oral and written expression are all involved in this area.

Mathematics

Math concepts, theories, problem solving skills and practical application of mathematic principles are emphasized. Eighth grade students who qualify may take Honors Algebra instead of the regular eighth grade pre-algebra program. This class is equivalent to a high school level algebra class.

Science

Concepts of natural and physical sciences and the techniques of inquiry and experimentation are introduced at various grade levels. The study of science also includes an appreciation of God's creation, how our world and our bodies function, and how to care for our environment and ourselves.

Social Studies

By appreciating God's direction in the history of His world, children learn to trust God to guide their lives. Included is Geography, American and World History, and Current Events.

Fine Arts

The Fine Arts are taught for both expression and appreciation. The Fine Arts are integrated into all facets of the curriculum and are additionally taught on their own through the schools very successful Visual and Performing Arts programs.

The Visual Arts Program consists of monthly presentations that focus on art history and theory of Master artists complimented with hands-on activities which include drawing, painting, print-making, ceramics and mixed media.

Performing Arts programs provide special assemblies for all grades through the Orange County Performing Arts Center or other noteworthy programs. These assemblies include American traditional and multi-cultural performances in the areas of music, dance, storytelling and drama.

Music is taught regularly with a focus on performance, theory and appreciation. Students lead worship in chapel and church services. Special musical performances include a Christmas Program and Spring Musical. At the Junior High level Honors Praise (audition only), Hand Chimes, Chapel Band and Hand bells are offered.

Physical Education

Physical fitness and skill development are emphasized along with group games, cooperation and sportsmanship.

Computers/Technology

Is an integrated part of the curriculum not a class or lab. All subjects utilize technology integration. This is done via a one-to-one laptop program, mounted projector systems, and wireless internet access throughout the school.

Foreign Language

Spanish instruction is taught as part of the curriculum beginning in 5th grade.

Electives

Electives such as Home Economics, Life and Study Skills, Peer Assisted Leadership Speech, Multimedia, Drama, Chapel Band and Hand bells are offered to students in the seventh and eighth grades.

Grading Policy

Grades are kept using a web-based electronic grading system. This program gives access to parents to view grades in real time on-line (grades 4-8). It is the concern of the faculty that students work to their highest potential. Any matter involving a student's work or behavior should be discussed with the teacher.

The Grading System is as follows:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

Academic Recognition

Principal's List	3.76-4.00
Honor Roll	3.50-3.75

The school recognizes the academic accomplishments of those students who achieve high marks in Grades Five through Eight by averaging the grades that the students earn in Memory Work, Literature, English, Vocabulary, Mathematics, Science and Social Studies. To earn Honor Roll standing a student must achieve a grade point average of 3.5 to 3.75. To receive recognition on the Principal's list a grade point average of 3.76 to 4.0 must be earned, with no grades in any area, including electives, lower than a C.

Reporting to Parents

Parent Teacher Conferences are scheduled in the Fall of the year to discuss the student's progress with the home room teacher. These conferences assist the parent and teacher in finding ways to work together for the good of the child.

In the Spring, additional parent-teacher conferences are optional. These may be requested by either the parent or the teacher. Teachers or parents may request a conference at other times to discuss specific concerns.

Student progress can be monitored at any time by parents through the schools web based electronic grade book. A secure password is given to parents at the start of the year to allow them secure access to their student's grades. Hard copy report cards are distributed at the end of the quarter.

In Grades 5-8, a notice to advise parents of incomplete work will be sent home to be signed by the parent and returned the following day with the completed assignment to the teacher.

Written report cards are issued four times during the school year.

Homework

At Salem Lutheran School homework is considered an integral part of the curriculum. Salem believes in the following:

Philosophy of Homework

1. Reinforce acquired skills
2. Foster responsibility, Study Skills, and Time Management.
3. Provide an extension of learned concepts.
4. Provide a home-school connection.

For any student, homework prudently assigned will provide the reinforcement needed for work in successive years. All parents are requested to take an interest in the child's homework, although it is the student's responsibility to complete. Parents can help facilitate the completion of homework by providing a consistent homework routine that includes an uninterrupted homework time in a quiet place. The following are expected time allocations for homework based on the average learner:

Expected Time Allocation:

K-1st	(5-20 minutes) Reading and reinforcement of Language, Math, and Memory Skills.
2nd-3rd	(20-30 minutes) Reading and reinforcement of Language, Math, and Memory Skills.
4th-6th	(30-50 minutes) Time primarily spent on Reading, Writing, Math, Spelling, Memory.
Junior High	(45-60 minutes) All subjects with a main emphasis on Reading, Writing, and Math.

Concerns relative to homework should be brought to the attention of the teacher who assigned the homework.

Library

The library is staffed with a full time librarian. Books borrowed from the library may be taken home. Students are responsible for the cost of replacement for lost or damaged books.

Field Trips

Occasionally, classes visit places that allow the students to have first-hand experiences in connection with the curriculum. These field trips are considered part of the school's program (included in the registration fee), and all students in the class are expected to participate. Teachers will send home notes outlining all the necessary information.

Grades 4-8 participate in one extended field trip each year. These trips provide an opportunity for students to experience a particular part of the curriculum in depth. All students are expected to participate and the cost is the responsibility of the parent. The class trips and approximate costs are:

Grade Four	Sacramento	\$725.00
Grade Five	Riley's Farm	\$120.00
Grade Six	Outdoor Ed. at Forest Home	\$425.00
Grade Seven	Science Camp at Catalina	\$475.00
Grade Eight	Washington D.C.	\$2,200.00

Every parent who assists as a driver must show proof of insurance and have a valid California Driver's License showing no restrictions on file in the school office. Drivers need to have a permission slip for excursion for every child in their care. Drivers need to drive directly to the destination, following all traffic laws, and return directly to the school, without making any stops on the way. Seat belts must be worn by all students with only one child per seat belt. Children are not allowed to sit in a seat that is serviced by a front deploying air bag. Children under the age of six or under 60 pounds must be in a proper child restraint system. Drivers must pull safely off the road before using a cell phone. Order in the vehicle should be established before the trip proceeds.

Extra-Curricular Activities

Student Council

The Student Council represents the student body in the expression of ideas and concerns. The positions on Student Council are elected by the students and are comprised of Officers and Class Senators. The Officers are students elected from the Junior High in four positions: President, Vice-President, Secretary and Treasurer. Class Senators are elected from Grade Four through Grade Eight. The Student Council is advised by two faculty advisors and is responsible for planning outreach ministries,

Chapel offering designations, Grandparents' Day, and Spirit Days. Membership on the Student Council is a privilege and a responsibility.

After School Sports Program

Salem offers an after school sports program for both girls and boys in Grades Five - Eight. Sports offered include football, basketball, volleyball, track and softball. Salem is a member of the Lutheran Orange County Athletic League. Games are played after school, with special tournaments on weekends. A Sports Banquet is held at the end of the school year for those who participated in sports.

Honors Choir

Honors Choir is offered (by audition) to students in the Junior High who enjoy singing and leading songs in Chapel and Church services.

Eligibility

To be eligible for Student Council, Honors Programs, or Extracurricular activities, students must meet and maintain the following standards:

- Students are to maintain satisfactory effort and conduct in all classes.
- At least a 2.0 grade point average in core subjects with no grade lower than a D at Progress Report time and at the end of the quarter, including Elective classes.
- Attitudes of cooperation, courtesy, and good sportsmanship are consistently displayed both in school and at team activities.

Assembly Programs

Several times during the year, Salem offers special assembly programs to our students. These assembly programs are usually run in conjunction with the Fine Arts Program or Chapel and allow students to hear, visualize, and participate in various types of cultural, ministry and curriculum-related activities that supplement and complement the regular curriculum.

Study Hall

Study Hall after school, supervised by teachers, is a privilege offered to Salem students in Grades Four through Eight. A parent signed permission form is required for students to attend. The time of Study Hall is 3:00-3:45, Monday through Thursday.

Optional After School Programs

Activities such as Art, Drama, Dance, Chess, Voice Lessons and Spanish (for younger students) may be offered before or after school by outside instructors, at an additional charge.

Junior High Dances

Junior High Dances such as Back to School Dance, Christmas, Valentine and Graduation Dances are held throughout the year. These are closed dances - for Salem students only.

School Age Care Program

School age care is offered at an additional cost outside of school hours and is available from 7:00 AM to 6:00 PM. Billing is done monthly. The child must be signed in and out by a parent or guardian. Adherence to rules and guidelines is expected. Failure to do this will result in the loss of the privilege of attending Day Care.

SCHOOL POLICIES

Absences/Tardies

Consistent attendance at school, including punctuality, is considered extremely important for the progress of the student. Excused absences are granted for illness, doctor appointments or bereavement only. All other absences are considered unexcused. Parents are to call the school office each morning that a student will be absent.

If a planned absence is to occur, the parent is to communicate with the teacher, to request the student's assignments before the absence. The student is responsible for any additional work. In Grades 5-8, homework turned in late due to an excused absence is accepted at the rate of one day late for each excused absence.

If a student is tardy for any reason, they must be admitted through the school office and receive an admittance slip before entering the classroom. An admittance slip will not be granted unless the individual admitting them has authorization on record in the students file in the office. Students in Grades Kindergarten through Eight earn a detention upon the third tardy. The fourth tardy, and each subsequent tardy thereafter in the quarter, will result in a one-day suspension from school. All work for the day must be completed and turned in upon the return of the student to school.

Leaving the School Grounds

Salem Lutheran School is a Closed Campus. All parents and visitors are required to come to the school office before proceeding onto the campus. Admittance or Withdrawal of a student(s) can only be done through the school office. Admittance or Withdrawal will not be granted unless the individual admitting or withdrawing them has authorization on record in the students file in the school office. I.D. will be checked for safety reasons. Salem Lutheran Schools release authorization form must be on file in the students file in the school office to allow children to walk or ride home from school. For a student to leave with another student, a signed note from the parents must be on file in the school office.

Alternate Transportation

Bicycles, skateboards, roller blades, and other modes of transportation are to be walked on and off school grounds. All students must wear

helmets in compliance with state law. A yearly authorization slip for release must be on file in the students file in the school office granting parental permission for the student to use these modes of transportation.

Discipline

Each teacher has a special concern for each child he/she teaches. Problems of any nature are dealt with immediately with open communication between all concerned: child, teacher, parent(s) and principal. God's Word is not just judgment, but forgiveness and grace. The teacher lives out that word in forgiveness, hope, and joy with the student. If further discipline is needed for the safety of the students, the Board of Education will be consulted.

Elementary students involved in repeated inappropriate or disruptive behavior, or major misconduct such as: disrespect, stealing, profanity, cheating, fighting, lying, harassment, bullying including cyber-bullying, etc. will receive a demerit(s), depending on the severity of the incident (the Board of Education reserves the right to suspend or expel any student that is deemed a threat to the safety of students). Compilation of four demerits would result in possible dismissal from school. If a student receives a demerit, a form will be sent home to be signed by the parent.

The following steps in regard to demerits and discipline will be followed:

- Warning
- Detention and conference with parents
- Call parents to pick up child
- Suspension and possible dismissal from school.

Matches, lighters, firearms, ammunition, knives and other weapons, toys used as a representation of a weapon, fireworks and other explosives, tobacco, alcoholic beverages, and any unauthorized or any improperly used authorized drug are forbidden on the school premises. In situations involving any of these issues, strict disciplinary action would be taken up to and including immediate expulsion.

General Student Rules

In addition to individual rules and consequences in every classroom, the following are to be recognized:

Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at any time.

Students may not leave the school grounds at any time during the school day unless withdrawn through the school office.

Students should be in their assigned play areas during recess and lunchtime.

Students and parents are not allowed in the classroom at any time, including before and after school, unless a teacher or an appropriate supervisor is present.

All students will be responsible for the protection and preservation of school property.

Fighting or “play-fighting” is prohibited.

Actions occurring off campus but related to school, such as field trips or sports activities, shall be dealt with as if they occurred at school.

Emergency

Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason the school office must have the most recent and up-to-date contact information on file. Please immediately advise the school office of any change in contact or custodial release information.

In the event that it becomes necessary for school to be dismissed, room parents are asked to call the families of the class to advise them of the situation.

In the event that it becomes necessary to evacuate Salem School, students will be escorted to OakRidge Private School at 19111 Villa Park Rd. (1/2 mile from Salem).

Natural Disaster/Hostile Acts

Disaster/Fire drills are conducted in accordance with fire code. Faculty and staff have been assigned various emergency responsibilities. A complete School Safety Plan is kept in the school office. Following is the general plan that will be used in the event of a school wide emergency.

In the event of a fire, bomb threat, or terrorist act, the fire alarm will sound and teachers will lead students to a staging area on the large grassy fields along Santiago Blvd and Orange Park Blvd.

In the event of a hostile act, such as a police stake-out, pursuit of suspected criminals, or if a hostile intruder enters the campus, the school will notify all classrooms to “lock down” immediately. Teachers will lock and secure all doors and entrances. The police and emergency officials will be notified. The school will remain on alert and lock down will continue until police or emergency officials have given clearance for school to resume.

In the event of an earthquake teachers and students will perform a drop-and-cover. This is standard procedure for an initial earthquake and after-shocks.

Teachers will take the students out to the open play area; as soon as it is determined they may be safely moved.

The Damage Assessment Team will determine the safety of the buildings and initiate any rescue. After the assessment the teachers will be informed if it is safe to return to the building and previous activities, or remain in the designated area.

The communications network will be established.

The First-Aid Team will set up a first-aid station.

Teachers will take the emergency backpacks with them as they go to the safe area. If appropriate, earthquake kits and food will be distributed for use.

Parents may come to the large gate to pick up their children.

Withdrawal procedures will be followed and proper identification will need to be shown. The student supervision team will communicate with the classes to have the children brought to the parents. This will allow for staff to account for each child.

Forgotten Lunches, Books, Homework, etc.

To minimize classroom interruptions, any forgotten item brought to school during class time must be left on the designated shelves in the school office lobby. Students may then come at break time to pick the items up.

Classroom Visitations/ Involvement

Salem Lutheran School encourages parent involvement and participation. Participation in classroom activities will vary from classroom to classroom and are determined by the teacher. The PTL sponsors numerous activities that involve parents volunteering their time. Visits to classrooms to observe students needs to be arranged through the school office. All parents and visitors are required to come to the school office before proceeding onto the campus. Visitors are required to sign-in and sign-out through the school office. Parents are to wear a provided visitors badge while on the visitation.

Dress Code

Students in Grades Kindergarten through Grade Eight are required to wear clothing from the approved uniform vendor: Vicki Marsha. No logos other than school logos are to be on outerwear clothing. Uniform, Salem athletic, and school theme apparel sweatshirts are acceptable forms of outerwear. Salem will allow alterations as long as those alterations do not change the design of the clothing or exceed a length of two inches above the knee cap.”

On a Free Dress Day, all students will observe the following code:

Clothing is to be neat, clean, and in good taste. Clothing or shirts with offensive decals or logos such as beer logos, rock groups, or anything associated with gangs as baggy or sloppy clothing, is not appropriate. Skirts and shorts should not be tight and the length needs to be appropriate. Sleeveless shirts are acceptable, but bare midriffs and tank tops are not to be worn by either boys or girls. Thong sandals are not to be worn. If there is any question that an item is appropriate, it should not be worn.

Hair is to be neat and clean at all times. No “extreme” styles are permitted. No make-up is allowed. Simple watches, jewelry, hair bands and clips are permitted. Post earrings are acceptable, no dangling earrings.

Boys are not to wear earrings. If any student is inappropriately dressed, action will be taken according to the discipline policy and students will be sent home.

Telephone Use

Any student who needs to use the telephone during school hours must have permission from the teacher and the office secretary. The use of the phone is for emergencies and special circumstances only. Arrangements to visit with a friend after school should be made the day before, between the parents.

Personal Property/Student Property/Cell Phones

The school takes no responsibility for lost items. If something is valuable, it is best not brought to school.

Toys, radios, CD players, electronic games, calculators, and other such items are not to be brought to school without the teacher's permission. If they are brought to school without permission, they will be confiscated and kept for a time set by the staff person. The school accepts no liability for damage or theft to such items, unless they were at school at the specific request of the teacher. The possession of cellular phones and all other electronic communications devices on the campus is a privilege, and at no time may their use disrupt the learning environment.

Procedures: The use of cellular phones and all other electronic communication devices is permitted only under specific guidelines:

Turned off and stored out-of-sight during school hours. The only exception is when specific permission and direct supervision is granted by a faculty or staff member.

While on campus NO games, photography, text messaging, music, etc will be allowed at any time.

As with all other personal property, Salem Lutheran School assumes no liability with respect to loss, damage, theft, etc.

Unacceptable use of electronic devices will result in confiscation and return after five(5) school days, only to a parent, guardians etc. On a second offense all privileges will be immediately revoked for the remainder of the year

Health

To limit the passing of contagions, students with the following symptoms should not be brought to school: acute cold, nausea, sore throat, red or discharging eyes, swollen glands, vomiting, flushed skin,

rashes, sneezing, elevated temperature, drowsiness, coughing, earache, chills, or headache. While at school if a child develops symptoms of illness parent(s) will be contacted and child will be held in the school office until they are picked up.

Immunization/Medical Records/Medications

It is required and vitally important that the Health History and Emergency Form be filled out completely at the time of registration and kept up to date. No student will be allowed to attend school until these forms are properly filled out and on file at the school. Pupils enrolling for the first time are required by State Law to show evidence of a complete immunization record. Children entering First Grade are also required by State law to have a complete health screening as described by the Children's Health and Disability Prevention Program. Forms for this screening are provided to First Grade students.

Salem Lutheran School does not staff a nurse and is not permitted to distribute medication. Students with needs that require medication need to bring these medications to the school office for storage during the day. Medication needs to be clearly marked with the student's name accompanied by signed instructions from the doctor. If medications have to be refrigerated, the parent must clearly mark it as such. Students need to be able to self-medicate.

Harassment Policy

In accordance with California state requirements, Salem has established the following harassment policy, including student to student harassment:

Salem Lutheran School is committed to provide a learning environment that is free from harassment in any form. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. Harassment can occur any time during school or during school related activities and

includes harassment because of the individual's race, creed, color, national origin, physical disability or gender. It includes, but is not limited to any or all of the following.

Verbal Harassment- Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment - Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movements

Visual Harassment - Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures

Sexual Harassment - Includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occur:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of student's academic status or progress
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions assisting the individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited advances
2. Using sexually degrading words to describe an individual or an individual's body
3. Displaying sexually suggestive objects or pictures
4. Telling inappropriate or sexually related jokes
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Salem Lutheran to:

1. Implement this policy through regular meetings with the administrators, including the Pastors, ensuring that they understand the policy and its importance
2. Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome
4. Report all incidents of discrimination or harassment to the Principal
5. Discontinue that conduct immediately, if informed he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct

COMPLAINT FILING AND INVESTIGATION

The following procedure must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report it to the teacher or Principal. If the Principal is the subject of the allegation, the student must report to the Pastor(s). Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administrator if he/she prefers to do so.

2. The student alleging harassment will be asked to complete a formal written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have done the harassment, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. If appropriate, the alleged harasser, if an employee, will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor and the Board of Education, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including immediate suspension, expulsion, or termination.
5. If the complaint is against a non-employee, or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.