SALEM LUTHERAN

CHURCH & SCHOOL

Parent-Student Handbook

Faith.Family.Future

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ORGANIZATION

Salem Lutheran School is owned and operated by Salem Lutheran Church. The policies governing Salem Lutheran School are established by the Board of Elders and the Day School Committee as authorized by the Voters Assembly of the congregation. Supervision of the school rests with the principal who exercises educational leadership in the operation of the school and implements procedures and carries out the policies and directives of the Board of Elders and the congregation.

GUIDING STATEMENTS OF SALEM LUTHERAN SCHOOL

Throughout our mission, ministry, goals and philosophy the Church and School seek to:

"PROVIDE EXCELLENT CHRISTIAN EDUCATION"

Salem faculty and students demonstrate our forgiveness in Christ by caring for each other as a spiritual family and by bringing others into our family.

Every school day offers opportunities for teachers to help children learn to care for one another as a school family. Special activities throughout the school year also provide a learning experience for caring for all people in our community.

CONGREGATION EXPECTATIONS

In addition to providing a quality education, Salem congregation's "expectation for members" is implemented into the daily life of Salem school through:

- Teachers and pastors sharing the good news of Jesus in daily religion classes. More than that, teachers can express the good news of Jesus in times of Christian discipline and applying God's love to personal difficulties and family tragedies. In these ways, the good news does not stay in the classroom, but goes home to their families.
- Every school day includes a period of Bible study which continues throughout the day as the teacher is able.
- Encouragement for faithful participation in Sunday school and worship is shared at least weekly. Faithfulness to God is always emphasized in Bible study and daily life.
- As God has made peace with us through Jesus Christ, His Son, so we, in response to the peace we have received, strive to live in the peace of forgiveness with one another.
- Caring for one another is taught and practiced in the classroom, on the playground, in sports activities, in times of illness, etc.

More specifically, to fulfill the mission of Salem Lutheran Church and School, Salem Lutheran School will:

- Teach students the Biblical truths of creation,
- Teach students to live in the world as unique children of God in Christ,
- Teach students the skills to gain knowledge while reaching their highest academic potential,
- Teach children the basic truths of the Gospel so that the Holy Spirit can work and strengthen faith in them and their families,
- Provide a technologically enhanced curriculum that exceeds common core standards,
- Provide dedicated, well-trained Illinois certified teachers who are commissioned ministers of religion in the Lutheran Church-Missouri Synod (LCMS), and
- Provide a Christian environment, in which each student can grow spiritually, intellectually, physically, emotionally, and socially.

PURPOSE FOR SALEM LUTHERAN SCHOOL

As a part of Salem Lutheran Church, the purpose of Salem Lutheran School is to provide the best in Christian and academic training.

Goals of Salem Lutheran School

- The primary goals of Salem Lutheran School are the development of the Christian faith in the souls of its students so that they will have eternal life, and;
- That Students, through their education, will have the knowledge and skills necessary to become productive members of the church, their families, and society.

The secondary goals of Salem Lutheran School are:

- Students will have Christian moral attitudes and demonstrate these in their lifestyles
- Students will live their lives in service to God and other people.
- Students will see their lives as opportunities for witness and sharing of their Christian faith.

Statement of Philosophy

At Salem Lutheran School it is believed that:

- Faith development, through the power of the Holy Spirit, is the chief spiritual aim of the school.
- Learning about and worshipping God must be one of the focal points of the educational process.
- Education is a joint effort between home, school and church.
- It is the responsibility of parents to see to the Christian and academic education of their children. The school exists to aid parents in this task.
- The opportunities for the spread of the Gospel, that Jesus has removed our burden of sin and opened the way to eternal life, are great in a Lutheran school. Students

should be encouraged and given opportunities to use their time, talents, and treasure in God's service.

- The uniqueness of Salem is due in a great degree to its dedicated, Christian teaching staff who have been trained in providing a Christian learning experience and who set a positive example for students and parents.
- It is important that the school develop all aspects of its students including their intellectual, emotional, spiritual, physical, aesthetic and social characteristics. By developing and then maintaining self-motivation, students can reach the full potential use of their God-given spiritual, intellectual, and physical capabilities. In addition, it is important that the school recognize and provide for differences in the capabilities of individuals.
- Students grow spiritually and socially from the fellowship experience of the Christian classroom. In addition, entire families can benefit from the fellowship experiences of extracurricular activities for children and adults.

ENROLLMENT AND ADMISSION POLICIES

ENROLLMENT

Salem Lutheran School is established primarily for children of members of Salem Lutheran Church. Since the school also serves as a mission arm of the church, the congregation desires to open its doors to children of the community.

ADMISSION

Pupils entering the two-year old program must be two years old before attending. Parents are required to present an *original*, proper birth certificate that can be copied by Salem staff along with completed health records before October 1st of the current school term.

Pupils entering the three-year old program must be three years old by September 1st of the current school term. Parents are required to present an *original*, proper birth certificate that can be copied by Salem staff along with completed health records before October 1st of the current school term.

Pupils entering the four-year old program must be four years old by September 1st of the current school term. Parents are required to present an *original*, proper birth certificate that can be copied along with completed health records before October 1st of the current school term. If the child was previously enrolled in the three-year old program it may not be necessary to provide the records again, provided that the physical is not dated more than one year prior to the beginning of the current school year.

Pupils entering kindergarten must reach the age of five by September 1st of the current school term. Parents are required to present a complete health record, and an *original*, proper birth certificate that can be copied before October 1st. If the child was a child enrolled in Salem's four-year-old preschool program it may not be necessary to provide the records again, provided

the physical is not dated more than one year prior to the beginning of the current school year, and the immunization record is current.

Pupils entering first grade must be six years old by September 1st of the current school term.

Pupils entering K-8 must complete the following 6 requirements:

1. Fill out an application
2. Attend an interview with the principal and classroom teacher
3. Have child's transcripts sent to Salem
4. Complete placement test (WRAT-4)
5. Accept financial requirements
6. Receive an acceptance letter from Salem

HEALTH REQUIREMENTS

A completed immunization record for all students must be submitted and maintained during enrollment. Pupils entering pre-kindergarten, kindergarten, and sixth grades are required to present current physical examinations, and immunization records. Pupils entering kindergarten, second, and sixth grades are required to have a dental examination by May 15th of the school year. This dental examination may be completed within 18 months of the May 15th deadline.

Pupils entering kindergarten, second and eighth grades are required to have a vision screening.

Pupils in kindergarten, first, second and third grades are required to have a hearing screening. Vision and hearing screening will be provided at the school in October for a minimal cost. Pupils of parents objecting to physical examinations or immunizations on constitutional or medical grounds shall be excused from this requirement if they present to the principal a signed statement of such objection. Also, a completed lead assessment form is required by all students entering preschool, or entering kindergarten who did not attend Salem's preschool. In addition, all students in grades kindergarten through eighth who are new to the school are required to submit a current physical examination and immunization record as well as a copy of a proper birth certificate.

ADVANCED STANDING

Pupils who are to be enrolled with advanced standing will be asked to present a transfer and report card from the school last attended. Academic standing will be decided on the basis of standardized test scores.

DUAL ENROLLMENT

If a Salem student would benefit from District 117 Special Educational services beyond those that can be supplied on our campus, a dual enrollment may be established. The student will be released from class at Salem to be transported to the local Jacksonville School site. The schedule would be worked out with the partner school to assure that the student loses as little class time as possible.

SPECIAL NEEDS

Students with needs which cannot be served by the school's program will be referred to other schools or agencies which are designed to meet such needs.

PROBATION PERIOD

All new pupils will be accepted on a probationary basis for a maximum of one full grading period. Probation ceases automatically at the time of the first full grading period, unless prior notification is given to the parent.

ENROLLMENT FEES

Application forms must be accompanied by an enrollment application fee.

Students and parents must accept and agree to abide by the purpose, goals, philosophy, and policies of the school when enrollment is completed.

FAMILY SERVICE HOURS

There is a 30 service hour requirement for each family each year. The purpose is to increase parental involvement in activities here at Salem, which in turn, increases our impact in service both here at SLS and within the community.

The current tuition schedule already reflects the $10/service hour increase. As families complete their 30 hours throughout the school year, their tuition bill will be reduced by up to $300. Each semester the office will update how many hours have been completed.

POLICY OF NON-DISCRIMINATION

Salem Lutheran School has established and maintains an atmosphere in which all persons can develop attitudes, skills and values for effective living.

Salem Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, scholarship programs or athletics and other school-administered programs. The school complies with applicable federal and state laws prohibiting discrimination per 23 Illinois Administrative Code 425.30(a)(1)(C).

The school complies with applicable federal and state laws prohibiting discrimination, including, but not limited to, Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.), the Individuals with Disabilities Education Improvement Act (20 USC 1400 et seq.) the Age Discrimination in Employment Act of 1967 (29)USC 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 USC 2000d et seq.), the Americans With Disabilities Act of 1990 (42 USC 12101 et seq.), the Illinois School Code [105 ILCS 5], and relevant case law, including *Plyer v. Doe,* 457 U.S. 202, 102 S. St. 2382 (1982).

If you feel you have been discriminated against, please contact the Board of Elders.

FINANCIAL SUPPORT POLICY

Christian education is invaluable, regardless of the cost.

The cost of educating an individual student is not fully covered by tuition and fees. The additional costs are borne by the congregation. Therefore, it is hoped that parents will faithfully attempt to support the work of the school through church offerings and special gifts.

As a parochial school, the cost per pupil is shared by the entire congregation of Salem Lutheran Church. Because of that commitment, no child is prohibited from attending, simply because the parents are unable to sacrificially pledge the per pupil cost. With that in mind, member parents with children enrolled in our day school are asked to prayerfully consider their responsibilities toward the congregational financial support commitment.

1. All parents who have children enrolled at Salem Lutheran School contribute to the support of the school in the following ways:

- **Parents of preschool children** will pay a full tuition fee. All parents, including those who are members of Salem, are assessed the tuition fee.
- **New members or those taking new member classes** may, at the option of the pastors, be charged a member tuition rate during the first attendance period.
- **Parents who are not members of Salem Lutheran Church** are required to pay tuition fees. A maximum tuition has been set for those families that have more than one child enrolled in Kindergarten through grade eight. Kindergarten through grade eight families' fees and payments are recorded through TADS Tuition Management program.
- **Tuition Reduction** - Salem congregation desires that no parent be unable to provide a Christian day school education for their children, due to financial restraints. For this reason, a tuition reduction program is available. The program follows the Illinois Income Guidelines for free and reduced lunches, and is based solely on the household income. Applications may be obtained from the school office and must be completed and returned prior to Final Registration Day. A Tuition Review Committee has been established to study the special circumstances of families not meeting the income guidelines, but are in need of tuition reduction. Although funds set aside for Tuition Reduction are generally disbursed prior to the beginning of the school year, certain provisions may be made for families that enroll during the school year.
- **Postponing payment of tuition and fees** - Families experiencing an unusual financial hardship may request postponement of the payment of tuition and/or registration fees until a later date. Such requests must be made in writing and granted by the principal. This does not reduce the payments. It simply defers the due date of those payments.

When a tuition account reaches two months' delinquency, a letter is automatically sent from the school to the family informing them of the following options:

A. The family would immediately submit payment to the school office bringing their account to balanced status.

OR

B. At the option of the Business Manager, the remaining balance will be divided over the remaining months of school.

This option would need to be followed precisely with no additional late payments.

OR

C. Attendance at Salem Lutheran School would terminate. All student records would be retained by Salem Lutheran until delinquent fees have been paid in full.

2. An annual **Registration Fee** is charged for the purchase and use of textbooks, workbooks, materials, etc.

3. **All tuition and fee payments must be paid up-to-date from the previous school year, before a student may be enrolled for the current school year.** All financial obligations must be paid in full at the end of the school year before report cards and any accompanying materials are released to the family.

SALEM'S INSTRUCTIONAL PROGRAM

THE CURRICULUM

Salem Lutheran School was established in the firm foundation of God's Word. Therefore, religion is taught as the chief subject. A well-integrated course of Bible history, doctrine, and memory work is required of every pupil. All children participate in regular daily devotions and Bible readings. All students in grades kindergarten through eight also attend weekly Wednesday worship services.

Religion is not simply a segregated subject in the school's curriculum. Its influence permeates all the subject areas taught. Thus, the "3Rs" are taught in the light of the "4th R"—Religion. Education achieves its highest purpose if its aims are service to God and mankind.

The curriculum of Salem Lutheran School has been prepared with "A Curriculum Guide for Lutheran Elementary Schools and the Illinois State Standards." It meets all requirements for elementary schools and qualifies our graduates to attend any high school.

Testing and special services are available for speech, learning disabilities, mathematics, and reading difficulties.

The school faculty is always striving to secure and employ the most effective methods and media for instruction, through continued study, faculty workshops, and in-service training at various seminars.

Textbooks used are the same as those found in many public, private, and parochial schools, and are taught from a Christian perspective.

ASSIGNMENTS

Assignments are a flexible and individual instructional responsibility of the teachers in our school.

Salem students should expect homework on a regular basis. The number of assignments taken home often depends upon the child's grade level and his/her use of school time. There are

children who need to take home very little work because they utilize the extra time in school to a good purpose.

Parents can support their children by providing encouragement and guidance and by reviewing homework with their children on a daily basis. Of course, all work should be done by the student, in their own handwriting, or using computer resources.

Parents will greatly assist their children in developing effective study habits by providing them with a properly lit, quiet study area.

Students are expected to prepare their work neatly and accurately, and to submit assignments on time.

Late Assignment Policy, Grades 5-8:

1. All assignments are to be properly completed on time as directed by the teacher. The student must stay inside during recesses until the work is properly completed unless other arrangements are made. Reduction of the grade may be expected for late assignment submission.
2. After report cards are sent out—no work from the previous quarter may be made up or redone.
3. Extracurricular events (band, piano, sports, etc.) are not acceptable excuses for late submission of class work. Students are expected to plan ahead to complete school work on time.
4. Students may use the telephone to call for homework left at home, after receiving permission from their teacher.

TESTING

In addition to regular classroom subject matter, nationally standardized achievement tests are administered annually to all students. The Iowa Test of Basic Skills (ITBS) series is used in grades K-8. Special testing is also administered when needed.

REPORT CARDS

Report cards are sent home quarterly, so that parents may monitor their student's progress. Parent conferences are scheduled at the close of the first and third quarters. The third quarter conferences, however, are optional at the request of the teacher or the parent(s). Conferences provide parents and the teacher a chance to discuss the progress of the child. These consultations are beneficial to parents by providing a greater understanding of the child's strengths and weaknesses, as well as his/her academic development. For that reason, it is extremely important that conferences not be missed if at all possible.

It should be noted that special conferences with the teacher may always be requested and are strongly encouraged when students are not doing well. Midterm progress reports are given to grades 1-8 parents to advise them of their student's academic development. Grades 1-8 report cards are available online and should be checked weekly.

GRADING SCALE (Grades 1-8)

A+ = 100-98% A = 97-93% A- = 92-90% B+ = 89-88% B = 87-83% B- = 82-80%

C+ = 79-78% C = 77-73% C- = 72-70% D+ = 69-68% D = 67-63% D- = 62-60%

F = 59-0%

INSTRUCTIONAL MATERIAL

Our school maintains a library which appeals to a wide range of interests and needs.

Computers, iPad's, Promethean boards, document cameras, videos, maps, science equipment, and a host of other learning aids are available for Salem's teachers and students. Each classroom has computers for students and teachers to use for research, instruction, and presentations. All students are required to sign a computer use agreement before he/she is allowed to make use of the classroom computers. Privileges may be restricted or denied if a student violates the agreement guidelines.

PHYSICAL EDUCATION

Salem Lutheran School maintains a complete, well-balanced program of physical education. All grades enjoy regular periods of organized physical education classes and recess periods.

Gym lockers are issued to the students in grades five through eight. Students provide their own locks for their gym locker.

All children are required to participate in the physical education program unless a written excuse from parents, guardians, or doctor is given to the teacher.

The following physical education equipment is required:

Kindergarten - Grade 4:	Gym shoes
Grades 5-8:	Gym shoes, socks, athletic pants or shorts (which are acceptable for in-school wear), and a separate, appropriate t-shirt

Gym clothes are to be stored in lockers. Gym clothing is to be laundered weekly.

GUIDANCE PROGRAM

Our teachers are constantly looking for opportunities to guide and counsel their students for healthier and happier Christian living. In order to better evaluate the child's academic progress and growth in Christian living, a close cooperation between home and school is of the utmost importance. It is our concern that each pupil's achievements correspond to the ability of the child.

At times, it becomes necessary to search out additional assistance when children encounter difficulties that a normal guidance program cannot provide. The pastor of Salem is available to provide students with counseling, guidance, and referral.

EXTRA CURRICULAR OPPORTUNITIES

CHOIR

The choir program is an outgrowth of the music program at Salem Lutheran School. Its central purpose is the glorification of God. It is also meant to provide spiritual enrichment to the children performing and the people listening.

Choirs have been organized for the primary and upper grades. Rehearsals are generally scheduled during school time. The children's choirs occasionally participate in Sunday morning worship services as well as special services. All students are expected to participate when their choir is scheduled to sing. Advance notice of inability to participate is expected.

SPORTS PROGRAM

In addition to the regular physical education program, our school offers an extracurricular sports program. The interscholastic sports offered by Salem to students are: girls' volleyball, girls' basketball, boys' basketball, boys' & girls' flag football, boys' and girls' cross country (1-8 grades) and boys' and girls' track. Please see the *Athletic Handbook* for specific information on this topic.

YOUR CHILD AND THE HOME

While Salem Lutheran Church aids parents in the Christian training of their children by providing a Christian Day School, it is the parents' responsibility to provide a wholesome atmosphere in the home. Family devotions and a daily discussion of the family's relationship to the Lord are an invaluable asset to the Christ-centered family circle. As Christians, in accordance with the 4th Commandment, parents/guardians of Salem Lutheran students are expected to give their full support to all approved programs and activities of the school. Lack of parental support may ultimately result in the removal of the child(ren) as students of Salem Lutheran School.

YOUR CHILD AND THE CHURCH

The religious training at school and worship services are vital parts of the total program of bringing children up in the "nurture and admonition of the Lord." Parents are urged to set a good example by bringing their children with them to church.

The children attending Salem Lutheran School are encouraged and expected to attend divine services regularly. Whether they are members of Salem or not, they must attend at least 50% of the services at Salem or their home congregation. For non-Salem members it will be reviewed at parent/teacher conferences. For Salem members the Deacons will track and address attendance with those families and make recommendations to the Elders to remove the member tuition discount. Weekly records of church attendance are kept in each classroom and are recorded on each child's report card. Special awards are given to those with perfect church and/or Sunday school attendance.

The students in grades Pre K-eight attend a weekly chapel worship service conducted during the school day. Offerings received are used to further the work of the church both at home and abroad. Parents are encouraged to attend these midweek services.

It is also very important that children participate in the Sunday School program of Christian education. Sunday School is a supplement to the child's total program of Christian training. It does not replace the need for the Christian Day School, or for attending regular worship services, but is valuable as an experience in Christian living.

DISCIPLINE

"Train up a child in the way he should go and when he is old he will not turn from it." Proverbs 22:6

Parents who send their children to Salem Lutheran School entrust to its teachers a very great responsibility, which involves training in Christian living and self-discipline, as well as academics. Discipline is part of the training of a child. Love for each child along with love as a result of the love Christ has for us, motivates the training and correction of the students at Salem. Such training dictates respect for the feelings of others and respect for the authority of the school staff. The use of Biblical Law and Gospel, forgiveness, guidance and counseling are employed to help the child assume the responsibilities and privileges of Christian citizenship. Christian discipline is for all of us as we encourage each other to a mature faith and righteous living. The faculty and principal have developed school rules, which apply to all students. In addition, each teacher has developed classroom rules in cooperation with the principal. These classroom rules may vary somewhat from class to class depending upon the age of children and the expectations of the teacher. Both school and classroom rules are communicated to the parents at the beginning of each school year.

School Discipline Procedure

We feel that discipline should be self-imposed by the pupil, who is living as a child of Christ. However, all Christians are sinful beings. Salem, as a Christian school, must help the students when they fail to apply self-discipline. Because of this, the following procedure will be used:

1. When a problem first occurs, the teacher will ask the pupil to correct his/her behavior.

   If talking to the pupil is unsuccessful, appropriate discipline measures, in accordance with the classroom discipline plan will be taken.

2. If the problem persists or if the infraction is severe, the adult supervisor will fill out the Salem Lutheran School Student Discipline Report, stating the infraction, the action taken and the additional action recommended (if applicable.) The pupil's parents, the teacher and the school office will receive a copy of the report. The school office will call to let the parent know that a Discipline Report is being sent home that day.

   If the infraction is described as bullying on the Discipline Report, further steps will follow the Bullying Policy guidelines.

3. If the student has three infractions, a conference will be set up with the parents and teacher. The principal may also be involved in this conference. If the infraction is bullying, the principal will be involved in the meeting after three infractions. The pastor may also be involved in this meeting. A lunch detention will be assigned.

4. At four infractions, an after-school detention will occur.

5. At five infractions, an after-school detention will occur and a meeting will be held with the principal, teacher, and parents.

6. At six infractions suspension or in school suspension will be given. Documentation will be given to the Day School Committee to place the student on probation. The pastor may also be involved in this meeting. If the teacher, the family and/or principal are not successful at correcting the problem, the pastor(s) and/or the Day School Committee may be called to help work with the child and his/her parents. If these measures are of no avail, the principal will suspend the student from school until both the parents and child meet with the teacher and principal, and agree to follow their suggestions for solving the problem.

7. At seven infractions, the Day School Committee will make the decision for expulsion.

8. According to the severity of the infraction and the emotional state of the child, the principal may impose an immediate suspension, which would by-pass the order of the School Discipline procedures.

9. If suspensions and accompanying parent/child/teacher agreement are not successful, the principal, with the concurrence of the pastor, will expel the child from Salem.

10. If the parents feel the expulsion is unjust, they may appeal the action to the Day School Committee for a final decision.

11. Tardies and Absences If a child accrues 5 tardy or unexcused absences in a quarter, a Student Discipline Report will be filed.

12. B/A Care School Section for Discipline policy will follow all written plans for discipline for Before and After School Care.

ANTI-BULLYING POLICY

The policy and procedures applied to instances of Bullying behavior are found at Appendix A, Anti-Bullying Policy.

FAITH'S LAW(SEXUAL ABUSE)

Faith's Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act. In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools.

Each year, every employee or volunteer must complete the MinistrySafe Safety System (https://www.ministrysafe.com) two primary trainings including the Sexual Abuse Awareness Training (1 hour) and Skillful Screening Training (2 hours). This is in-line with Lutheran Church Missouri Synod's (LCMS's) recommendation for church and school employees.

The law specifically provides that any violation of the employee code of professional conduct or failure to report a violation may subject an employee to discipline, up to and including dismissal from employment. As part of this law, we will make available the Resource Guide to support you and your family should you need it. Appendix C of this manual shares our Code of Conduct.

STUDENT GUIDELINES

Cell Phones & Smart watches

- Cell phones & smart watches are not allowed at school. Emergency communication with your child should be directed through our school office. Before and after school calls should be for necessary family communication only. Cell phones & smart watches will be confiscated if seen or heard from 7:00 a.m.-5:30 p.m. unless permission has been granted by staff. If confiscated, the phone or watch will be released to parents, only, at the end of the school day, after school. The rules are also in effect for students enrolled in Before and After Care after school.

Toys from Home

- Children may not bring toys from home unless permission is granted by the teacher. This includes video games, personal listening devices, iTouch, DS, iPads and other technical devices. These items not only cause disruption, but frequently result in hard feelings when they are damaged. If teacher permission has been granted, Salem is not responsible for loss or damage. At the discretion of the teacher such items may be set aside for a period or until the end of the school day. This rule applies to Before and After School Care as well.

STUDENT APPEARANCE – UNIFORM POLICY

By working together, parents and teachers can help provide an appropriate learning environment and promote a positive public image for Salem Lutheran School by following and enforcing the guidelines below. These guidelines have been developed by the faculty, with parental input, and approved by the principal. They apply during the school day and at extracurricular activities. They were developed with four values in mind:

- That some clothing and hair styles serve to promote pride and competition. This is why traditional clothing and hair styles are encouraged.
- That clothing should be safe. Cleanliness and hygiene should be encouraged.
- That as Christians modesty is of high value.
- That school is an important activity, and so requires a certain degree of formality.

As a general rule, students are to dress in clean clothing that is in good repair. Hair should be kept clean and neat.

Specific uniform guidelines for grades K-8 are:

- Collared shirts (polo or button-down) in either Kelly Green (or a close shade of green), White or Grey, Navy Blue/Blue (no writing except SLS logos.
- Pants either Khaki, Dark Blue or Black (no cargo pants) Clothes should not have holes or frayed areas (worn or purchased.)
- Shorts - same colors, between APR 1 – OCT 31 Length guidelines—must be knee length.
- Skirts (for girls) in same colors as pants, knee length; leggings must be worn (white, grey, black) [All shorts/skirts must be knee length.]
- Belts must be worn with pants & shorts (except for Kindergarten)
- Shoes - street and/or tennis shoes are recommended. Must cover toes and be in good condition. Crocs, clogs, flipflops and sandals should not be worn.
- No Jeggings of any kind.
- Cardigan sweaters permitted in approved colors.
- No sweatshirts of any kind allowed.

On "Dress-down days":

- Clothing should not bear pictures or words of an unhealthy or non-Christian nature (e.g. some rock groups, beer logos, put-downs/insults, profanity, sexual connotations, etc.)
- T-shirts may be worn. Fishnet, tank tops, and jerseys may be worn, only if a crew neck T-shirt is worn underneath. Tube tops may not be worn. Sleeveless tops are permitted, but modesty should be considered. No spaghetti straps. Stomachs should be covered by the student's top when their hands are raised above the head. Shirts and T-shirts with unfinished hems should be tucked in. Underwear should not be visible at any time.
- Clothing accessories: Boys may not wear earrings. Girls may not wear long, dangling earrings. A minimum of other jewelry may be worn with care given to its length and size. Caps and sunglasses should not be worn in the classrooms.
- Hair: Bizarre (such as mohawks, designs cut in or un-natural colors) are not allowed.
- Parents are reminded to dress their child "for the weather" as recess will be conducted on the playground, except in inclement or extremely cold weather. In season, gloves, coats, caps, boots, etc. are encouraged.

The faculty will enforce these guidelines with the help of the parents. Questions regarding the above guidelines should be directed to the principal. Since we are unable to anticipate new styles and fads, please consult your child's teacher before allowing him/her to wear something questionable to school. Clothing deemed appropriate will be determined by the child's teacher and the principal. Any infraction of the dress code will be dealt with in the following manner:

- The student will be informed by the teacher that the clothing does not conform to the uniform dress code. This will serve as a warning.

- A second offense would result in the student having a note come from the office. A third offense will result in the student being detained in the office until parents can bring acceptable attire to school.

General Behavior Expectations

- Gum chewing is not permitted on the school grounds at any time. This includes Before and After School Care.
- Candy should not be brought to school unless it is eaten with lunch in the cafeteria.
- Students will address adults formally (Miss, Mrs. Mr.)
- The gymnasium, kitchen, teacher's lounge, storage areas, boiler room, P.E. gym equipment room, other classrooms, etc. are off-limits to students at all times (before, during and after school) except with adult supervision. This includes during sporting events and after school activities.
- All VISITORS must receive prior permission before visiting classrooms. Such permission is granted by teachers and/or the office. All visitors must report first to the office to sigh in. This applies when the arrival of students is after the appointed time, as well as when early release is necessary. Students are to be signed in and out by the parent or guardian. Students will be released from the classroom to be dismissed from the office. This is to track students for safety and emergency reasons.
- Students are not permitted to leave the school grounds at any time during the day except with the consent of the parents and teacher. It is greatly appreciated that parents notify teachers as far ahead of time as possible when students need to be taken out of school for appointments. Those remaining after school for any reason are not permitted to leave the school grounds and return later. Students leaving the grounds between dismissal and a later practice or game must have written permission from a parent, otherwise they are to be in Salem's Before/After School Care Program. Parents will be charged for the program. For liability purposes, those students WITH written permission, are not to return until the coach or his/her designated adult supervisor is present. Under no circumstances are students allowed to be on school/church property without proper supervision. Coaches, teachers, parents who permit this will be held liable for any accident and/or injury that may result.

Care for Church and School Property

Salem Lutheran Church routinely spends funds to keep its facilities in good and safe condition. It is expected that those who use this facility and/or its furnishings will respect the property.

Students will be held responsible for school or church property which is deliberately or carelessly damaged, or broken.

Parents/Guardians will be charged for such damage or required to restore the property to its original condition.

All hardbound textbooks are the property of Salem Lutheran Church. They are "loaned" to students for their use during the school year. Accordingly, parents/guardians will be responsible

for the loss of or damage to the books. Teachers will inspect the textbooks at the beginning and end of the school term to determine the condition of each book. Students should not mark in or on textbooks or workbooks unless directed to do so by their teacher. Book covers are encouraged to be used on all hard cover textbooks.

All computer resources loaned to students for use away from the school are also school property and require a student-parent-school agreement to be completed before a student will be allowed to take these devices away from the campus.

Forbidden Items on our Campus

For students, possession or use of tobacco, alcohol, drugs (other than prescription medicines used in accordance with school policy) or weapons is forbidden. Firearms and knives or other potentially harmful devices are prohibited for all persons on our campus. Possession will result in immediate confiscation of said items and may result in expulsion. Incidents of these infractions will be reported to local authorities in compliance with Sections 10-27.1A and 10-27.1B of the School Code as listed in 425.30 Ill. Ad. Code Doc.

Smoking is not allowed on the Salem Church and School Campus.

Parties

Invitations to individual student parties should not be distributed during any portion of the school day, unless they are given to all the students in the class. This should be done only after consultation with the classroom teacher.

ATTENDANCE

1. Attendance, Absence, Tardiness
   A. Salem's school year is planned in coordination with the Jacksonville School District #117 calendar. However, there will be times when Salem's schedule will be affected. We conform to the requirements of the State of Illinois in regard to the number of school attendance days, and/or instructional hours. Enrolled students are required to attend daily during the entire regular school term.

   Daily attendance is important for the normal growth and development of children. Therefore, children should not be kept home from school unless they are ill or the family is faced with some emergency. Absences for babysitting, working, etc. would not qualify as excused absences. Students missing school with unexcused absences are considered "truant". Habitual truancy will be reported to Regional Superintendent's Office, as required. THE COMPULSORY ATTENDANCE LAWS REQUIRE PARENTS TO HAVE THEIR CHILDREN ATTEND ALL SCHEDULED SCHOOL DAYS UNLESS PROPERLY EXCUSED. Questions regarding "excused" and "unexcused" absences should be directed to the principal.

   Likewise, children should not be sent to school when they are sick. Besides subjecting the child to additional discomfort, it exposes the other students to that particular illness.

For your child's protection, please notify the school office by 8:30 a.m. if your child is to be absent from school. Notification may be in writing, or by telephone. If we have not been notified that the child will be absent we will attempt to contact the parents to inform them that the child has not arrived at school. If we are unable to contact the parents, we may contact the police. To prevent this from happening unnecessarily, we ask for your full cooperation. Prior notification may be a critical factor in a time of child abduction, automobile accidents.

If you wish to have your child excused from class at any time during the day, please put your request in writing, and give it to the child's teacher or the office. Such requests should be made in advance. Students may not be released unless signed in and out of the school office.

All visitors to Salem must report first to the office to sign in. This applies when the arrival of students is after the appointed time, as well as when early release is necessary. Students are to be signed in and out by the parent or guardian. Students will be released from the classroom to be dismissed from the office.

It is not recommended that students miss school for vacations, due to instruction loss. Planned absences are to be arranged with the teacher and principal at least one week prior to the absence. ALL assignments due and tests given during the student's absence must be completed to the teacher's satisfaction upon the return of the student.

Students will be marked tardy if they are not in their seats when the bell rings indicating the beginning of class. Tardiness is disruptive to the class which is then in session. Pupils arriving late due to bus transportation problems will not be marked tardy.

When arriving after 8:00 a.m. students are to report to the office with a parental escort. After reporting to the office, the student will enter the classroom with a tardy slip. No student will be admitted to the classroom without a tardy slip issued from the office.

Students arriving to school after 8:00 a.m. and prior to 10:30 a.m. will be marked as tardy for that school day. Students arriving after 10:30 a.m. will be marked as ½ day absent.

A student who is tardy for 5 or more days in a given school quarter will no longer be eligible to receive perfect attendance honors for that quarter.

If a student is excused from school prior to 1:00 p.m., a ½ day absence will be recorded for that school day.

B. All children arriving on the school/church grounds before 7:45 a.m. are to go directly to the cafeteria. They are not to go to lockers or restrooms without permission of the Before School Care Supervisor. Students arriving after 7:55 a.m.

are NOT charged for Before School Care but are required to go to that designated area to be supervised. Any student arriving before 7:45 a.m. will be charged at the current rate in increments of 15 minutes, so in the case of a child arriving at 7:44 a.m., a charge would be assessed for one quarter hour of time. Those students who fail to comply will be assigned an after-school detention, and possibly further consequences if the misbehavior continues.

C. After school all students except bus riders, are expected to exit through the WEST parking lot door. Bus riders are to go directly to their designated area (outside the office) immediately after dismissal. Students are not to wait for drivers at any other location on the school/church grounds. Those involved in after-school activities should go directly to that activity area. Those remaining in the After-School Care Program should go directly to the area designated for that program.

D. Children are permitted to ride their bicycles to school at the discretion of their parents. Bicycles are to be parked in the bicycle rack. All bicycles are to be locked. Salem is not responsible for bicycles lost or stolen from its property. Pupils are not permitted to ride bicycles or skateboards on school property, from 7:45 a.m. to 4:00 p.m. on days when school is in session.

SECURITY

Doors will be locked when students are present. Students will have procedures for hard and soft lockdowns that are approved by law personal.

SCHOOL DISMISSAL IN SEVERE WEATHER

Generally, Salem School will dismiss its students whenever Jacksonville District 117 dismisses due to severe weather. During inclement weather, parents should listen to radio station WEAI 107.1FM, WJVO 105.5, TV – Channel 20, receive an automated call from our “Alertify” system, or go to the Salem website at salemjaxschool.net for an official announcement of such closing. Heat-related changes are usually less likely to follow District 117, so announcements in this area need to be more closely monitored.

In some inclement weather cases, a delayed start of two hours would permit travel to Salem for the remainder of the school day. This DELAYED START would be aired, instructing students to arrive by 10:30 a.m. for the start of the school day. Transportation to Salem would be for each parent to arrange. The doors will be opened at 10:00 a.m. Students should report to the cafeteria. Lunch will be served as normally scheduled.

FIELD TRIPS

Field trips are scheduled throughout the school year to enrich the learning experiences of the pupils. They are considered a part of the curriculum in that they contribute directly to classroom teaching. Field trips are a privilege. Eligibility for participation may be revoked due to academic and behavior misconduct. Transportation is arranged by the classroom teacher using volunteer drivers. Permission slips are signed at the beginning of the school year to cover

trips taken during that school year. Specific information regarding field trips is communicated prior to the event. Drivers and chaperones need to refrain from smoking or drinking alcohol on any school trip.

HEALTH REQUIREMENTS AND SERVICES

Students entering preschool, kindergarten, sixth grade, and students new to the school, must submit certain medical information. Students entering preschool, grade 5, and grade 6, will need to have completed the three dose series of hepatitis B immunizations, before the state exclusion date. Specific information regarding ALL health requirements may be obtained in the school office.

All students entering preschool or kindergarten for the first time must show that they have been screened for lead.

Students entering kindergarten, second and sixth grades are required to have a dental examination by May 15th of the current school year. This dental examination may be completed within 18 months of the May 15th deadline. *The consequence for students failing to submit the dental exam (for grades 2 & 6) is that the school may withhold report cards.

Any student planning to participate in the school's interscholastic athletic program during the course of the school year must submit a health examination form completed by his/her family doctor (the cost of the examination to be borne by the student's family). These records must be on file prior to participating in games or practices.

Students entering kindergarten, first, second and third grades are required to have a hearing screening. Students entering kindergarten, second and eighth grades are required to have a vision screening. Health services including visual and hearing screening are done by nurses from the Morgan County Health Department. Vision and hearing screening will be provided at the school in the fall for a minimal fee.

- Our facilities have been inspected for asbestos containing materials. The complete Management Plan is available for inspection in the school office.
- The church and school building water supplies have tested negative for high lead content. The results of those tests are available for inspection in the school office.

ACCIDENTS AND ILLNESSES AT SCHOOL

In the case of a serious accident or illness at school, emergency first aid is administered. Every effort is made to contact a parent, and the child will be taken to the hospital for emergency treatment, if required. If a parent cannot be reached either at home or at work, we will attempt to contact one of the persons listed on the child's Emergency Contact Form. In the event we are unable to contact one of those persons, a staff member will accompany the student to the hospital. If a child is too ill to remain in school, the parents will be called to arrange to have the child picked up. The child will be made as comfortable as possible until someone arrives for them. If a child is sent home with a fever **they may not return to school for 24 hours after the fever breaks**.

ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow Salem's procedures on dispensing medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

MEDICAL CANNIBAS

Students who are qualified patients registered with the Illinois Department of Public Health, have written authorization from parent/guardian, and provide a registry identification card can use a medical cannabis-infused product at Salem following the administration of medication guidelines outlined in this handbook.

SCHOOL MEDICATION AUTHORIZATION

No Salem Lutheran Church and School employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication/Treatment Authorization Form" is submitted by the student's parent/guardian.

This form shall be completed annually, and shall be on file. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication/Treatment Authorization Form." Salem Lutheran Church and School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless Salem Lutheran Church and School and its employees and agents, against any claims except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

OPIOID ANTAGONISTS

If school personnel must administer an opioid antagonist, the school will immediately notify the student's parent, guardian or emergency contact. Within 24 hours they will notify the professional who provided the opioid antagonist of its use, and within 3 days will fill out the report in the ISBE system.

PERSONNEL AUTHORIZED TO ADMINISTER MEDICATION

A. Administration by school personnel

1. All student medication shall be left in the school office by an adult, unless otherwise authorized by the principal. Medicine will be kept in a secure place.

2. All medication shall be in the original container and be clearly marked with the student's name, doctor's name, contents, and dosage.

3. The parents/guardians must immediately report, in writing, any change in prescription or dosage.

4. All student medication will be administered by the designated staff person, the principal, or his/her designee.

5. A record shall be kept of all medication dispensed by school personnel to students specifying the time of dispensation, dosage, and supervising personnel.

6. When appropriate, the principal may request parent/guardian to come to school to administer medication or aid.

B. Administration by Students

1. A student may self-administer non-oral medication and inhalers with parental consent when under the supervision of Salem personnel designated by the principal.

2. A student may self-administer without supervision only with parental consent and authorization of the principal noted on the form.

C. Field Trips

1. Parents of students who require medication on field trips shall provide the certified school personnel responsible for the field trip with a copy of the school medical authorization described in B.1 above.

2. If medication in addition to that described in B.1 above is needed, an additional authorization form shall be provided prior to the field trip.

3. The following instructions shall appear on all parental permission forms required for field trips and outdoor education experiences:

- All medication to be administered by school personnel or by student during this field trip or school-related activity shall be clearly marked with:
- Student's name
- Medication name/dosage
- Administration route and/or other directions

LUNCH PROGRAM/SNACKS

LUNCH PROGRAM

School lunches are served in the cafeteria. All lunch costs are billed monthly through GRADELINK.

Students are required to follow the common rules of courtesy and table manners. To assist the children in observing these rules, the teachers or an authorized lunchroom supervisor will oversee the students.

Please note that:

1. Students are not allowed to bring carbonated beverages or glass containers to school.
2. Lunches brought from home may not be stored in the church/school refrigerators.
3. Lunches, including desserts, may not be shared.
4. The church's/school's microwaves are not to be used for student lunches.
5. No fast food lunches are allowed in the cafeteria (i.e. McDonalds, Hucks, or other commercially prepared food items).

FREE AND REDUCED-PRICE LUNCH POLICY

It is the policy of Salem Lutheran School to offer free and reduced-price meals to its students, in accordance with the provisions set forth by the Illinois State Board of Education. To insure all parents/guardians are aware of this offering, application, instructions, and guidelines are available from the office.

MILK

Students who bring a lunch from home, or those desiring extra milks with their lunch, may purchase the milk. Extra milk is not covered by free and reduced lunches.

SNACKS

TREATS/FOOD BROUGHT INTO SCHOOL

Children in grades PK-8 take turns bringing snacks. In addition, all students are allowed to bring a snack for special occasions, such as birthdays, with prior consent from the child's teacher. For the promotion of good hygiene and proper nutrition, parents are asked to be guided by the following suggestions:

1. In selecting snacks, please consider the nutritional value of the food with the occasional choice of fruits, vegetables, nuts, etc. as opposed to sweets or fatty foods.
2. Commercially prepared foods are required by the Illinois State Board of Health. Everyone's cooperation in this area will be greatly appreciated.

BUS TRANSPORTATION

As required by the State of Illinois, District #117 provides bus transportation to Salem students who live a mile and one-half or more from their public-school attendance center. Those children using the service will be bussed to Jacksonville High School in the mornings then brought to Salem on a separate bus. In the afternoon students are picked up at Salem and bussed to the high school, where they catch their respective buses to the designated school bus stop near their home. Bus riders need to get a copy of rules from the office.

THE OFFICE

CHANGE OF ADDRESS & PHONE NUMBER

Parents should notify the office of any change of address, telephone number, or any other essential information needed for school records.

TELEPHONE

The telephone number is 217-243-3419 ext. 101 which is the main line to be used for both church and school business; voicemail is available for messages to be left. Teachers, aides, and children are not to be called from the classroom except in emergencies. The office will forward any necessary messages to the teachers and children. Emergency calls may be made in the office with permission of the classroom teacher. Students are not to use telephones in any other location around the school/church, unless directed to do so by a teacher or another supervisor.

LOST AND FOUND

Each year there is a large accumulation of lost and found items. Much of this can be prevented by labeling garments, boots, gloves, etc., and bringing money to school only when necessary. Losses should be reported to the teacher immediately. All "found" items are to be turned in to the office. At the end of each school year, unclaimed items are donated to Goodwill or a like agency.

STUDENT RECORDS

Students' records are stored in the office. Parents have the right to inspect these records, but may not remove any part of them from the office. A limited amount of student documentation will be copied for free, over ten pages will incur copy fees.

Information contained in the file will not be released without parental consent, except when needed by approved school employees, special education teachers, or state board of education officials. Parents may challenge any entry exclusive of grades, by submitting a request in writing to the principal.

The records of current students are reviewed annually. Some information, e.g. semester averages, achievement test, and mental ability test scores, are kept as a permanent record of the student's enrollment at the school.

"Directory Information" may be released to the general public unless a parent requests that any or all such information not be released. "No person may condition the granting or withholding of any right, privilege, or benefits, or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record." (Illinois Administrative Code)

Before records are transferred to another school, parents can inspect and challenge the information contained in a student record. If a student has unpaid fees and is transferring to another school, Salem may include in the student's record the unofficial record of the student's grades in lieu of the official transcript. Upon payment of all unpaid fees the official transcript will be sent.

COMMUNICATION

The home is, and always will be, the chief agency for the Christian training of the child. A Christian Day School does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to aid parents in the vital work of Christian training. If the home and school are both CHRIST-CENTERED, the child is receiving the best education he/she can receive anywhere.

For the sake of our children, it is important that a strong, Christian relationship exists between parents and teachers. When questions or concerns arise, teachers and parents are expected to communicate to each other directly, and as soon as possible.

In the event of problems, the established procedure to follow is that which was given to us by our Lord in Matthew 18. <u>All problems should be dealt with between the parent and the teacher FIRST.</u> If there is no resolution, the next step is to talk to the principal, then the pastor, the Day School Committee, and finally to the Board of Elders. It should be checked at each level that the previous steps have been tried first. If these procedures are followed in Christian love, almost all areas of conflict can be resolved in an appropriate and God-pleasing manner. Special <u>Conflict Report</u> forms may be used to document procedures in an attempt to clarify areas of misunderstandings. Effective communication is given a high priority at Salem.

PRE-YEAR VISITS -Prospective students and their parents may meet their teacher and visit the classroom by calling for an appointment. All appointments are made through the principal.

HOME VISITS - Families which are new to grades K-8 are visited at their home by their child(ren)'s teacher(s). Families who have children returning to the school from the previous year are visited by at least one faculty member.

SCHOOL NEWSLETTER - This weekly publication will be sent home with your child on Thursday, is available on our website salemjax.net, or can be e-mailed upon request. It includes calendar information and a brief summary of classroom and school events. It is important that parents read this each week.

PARENT-TEACHER CONFERENCES - These meetings are scheduled twice each school year. Conferences for students in grades kindergarten through eight will be held after the first quarter. Conferences after the third quarter are optional. Preschool conferences will be held at the end of the second and fourth quarters.

PARENT-TEACHER LEAGUE

All teachers and the parents of children in Salem Lutheran School are members of the Parent-Teacher League. This organization is affiliated with the National Lutheran Parent Teacher League. Subjects relating to Christian education in school and home are discussed, and cooperation between parents and teachers is fostered. Special service projects are undertaken with a goal of strengthening the total program of the school.

AWARDS

Students are recognized in the following ways:

1. Salem Christian Scholar - Students in grades five through eight who have met the following guidelines are eligible for this award:
    a. Demonstrated exceptional academic achievement.
    b. Must have earned High Honor Roll all year (all A's).
    c. Showed consistent Christian attitude and behavior as defined by their teacher, principal, and pastor.
    d. Have turned in a typed (or neatly handwritten) 500-word extra-credit report. The topic is to be selected by the student, approved beforehand by the classroom teacher, and deal with the Christian Life or a related area. A team of at least 3 staff persons (teachers, principal, and/or pastor), excluding the classroom teacher, will judge the report. The criteria will be originality, neatness, educational value, and Christian insight. This report is to be done on the student's own time which may include the regular school day if all other work is finished
    e. Application for this award must be made to the classroom teacher by the due date and the report submitted on time.

2. Honor/High Honor Roll - This award is given to those students in grades four through eight who have earned at least an all A's (High Honor Roll), or all A's and B's

(Honor Roll), and pluses and checks. The awards are given quarterly, and at the end of the school year.

3. American Legion School Medal - This award is given to the eighth graders who best meet the criteria set by the American Legion in the areas of: Courage, Honor, Leadership, Patriotism, Scholarship and Service.

4. President's Awards for Educational Excellence - These awards can be earned by 4-8 graders who meet the academic criteria which have been set by the U.S. Department of Education.

5. Perfect Church Attendance - Awards are given quarterly and at the end of the school year.

6. Perfect Sunday School Attendance - Awards are given quarterly and at the end of the school year.

7. Perfect School Attendance - Awards are given quarterly and at the end of the school year. More than 5 tardies disqualify a student from receiving this award.

8. Extraordinary Effort Award - Awards are given to encourage sustained effort to achieve school goals including academic and behavioral goals. K-8 students are eligible and certificates are issued quarterly following chapel services. Teachers select a maximum of about 1 in 10 students.

9. Christian Athlete Award - This award is given to the male and female athletes who have demonstrated the qualities valued in Christian athletes.

10. Athletic Awards - These awards are presented to those who have participated satisfactorily on Salem's athletic teams.

11. Accelerated Reader Awards – Classroom awards are given for outstanding performance.

12. Other awards are presented from time to time by the teachers and/or the principal.

PRESCHOOL PHILOSOPHY

We believe that each child is God's special creation. We further believe that each child is given his/her own abilities and development pattern. All children are given the opportunity to participate in developmentally appropriate activities. The following aspects of the child's growth are given attention in order that the whole child can develop in the manner which God

intended: Spiritual, Intellectual, Physical, Emotional, Creative, and Social. All of this is done in a loving Christian environment.

BEFORE AND AFTER SCHOOL CARE

PURPOSE The purpose of the Salem Daycare Program is to provide a supervised Christian environment for Salem school children before school and after school until such time that parents can provide adequate parental care and supervision. It is not the intent that this program should replace home or school. Rather the purpose is to complement them.

ADMINISTRATION

1. The Before and After School Care program will be administered by the Salem Lutheran Church, through the Day School Committee.

2. Overall supervision of the program is the responsibility of the principal.

3. Program records will be maintained by the Before and After School Care staff.

AVAILABILITY

1. Before and After School Care will be offered only to students enrolled in Salem School.

2. All parents bringing their children to school between 6:45 a.m. and 7:45 a.m. are expected to enroll their children in the program. Likewise, children not being picked up by 3:30 p.m. (unless involved in extracurricular activities that directly follow the dismissal of school), are expected to be enrolled. Siblings of students involved in extracurricular activities who remain at school after 3:30 p.m. are expected to be enrolled in the program. Children who cannot be picked up within 15 minutes after the scheduled conclusion of an after school activity are expected to enroll in the Before and After School Care Program and will be charged at the current rate for any time spent therein.

SCOPE OF BEFORE AND AFTER SCHOOL CARE

The before and after school care program includes:

1. Morning: Open 6:45 a.m. through 7:45 a.m. (no charge from 7:45 a.m. - 8:00 a.m.) - Preschool through Grade 8.

2. Afternoon: Open 3:15 p.m. through 5:30 p.m. Preschool through Grade 8.

3. No service is provided on non-school days.

4. The program may operate during hours of unscheduled school closing such as early dismissal due to inclement weather for a limited time.

5. Services provided in Before School session:
   - Adult Supervision

- Study/Reading Area
- Quiet Time Leisure Activities

6. Services provided in After School Session:
   - Adult Supervision
   - Study/Reading Area: Homework help and study area will at times be available at no extra charge.
   - Game area with scheduled and supervised activities
   - Occasional education/recreational films and/or videos
   - Refreshments: No snacks are provided in the afternoon. Students may bring their own snacks. Soda is not permitted during this time, due to guidelines from the Federal Lunch Program Guidelines.

7. Parents may not deliver children prior to 6:45 a.m. in the morning, and must pick up the children no later than 5:30 p.m. in the evening. Late pick-ups will result in a late fee per child for every 15 minutes the parent is late past 5:30 p.m. The fee will be set in the annual fee schedule.

8. Parents must sign their children in upon arrival in the morning, and out before removing the children from the premises in the afternoon.

9. <u>CHILDREN NOT ENROLLED IN THE PROGRAM ARE NOT PERMITTED IN THE BEFORE</u> AND AFTER CARE AREA WITHOUT PRIOR PERMISSION FROM THE PRINCIPAL OR STAFF. Parents of these children will be notified and charged for the services.

10. Children enrolled in the program must remain in the designated areas unless authorized to leave by the Program Staff.

11. ALL toys not belonging to Salem will be collected by the supervisor and returned to the parent when the child is picked up. Please check "STUDENT GUIDELINES" in the Student Handbook.

12. Cell phones are not permitted and should not be seen without adult permission.

13. Children may only be picked up by parents/guardians or other adults authorized on the child's before/after care enrollment form. Exceptions can only be authorized by the school principal or one of the pastors (ID's may be checked at any time), after receiving verbal or written consent from the child's parent(s).

Facilities for Before and After School Care

- School Cafeteria
- Kindergarten Room
- Daycare Room
- Rest Rooms

- Gym, when available
- Outside playground and playground equipment

PROGRAM PERSONNEL

The following Before and After School Care positions have been established:

1. Child Care Providers (supervision of the program is handled by the principal)

General Conditions of Employment:

1. All program personnel will be Christians, (preferably members of Salem Lutheran Church), active in living and demonstrating their Christian faith.
2. All employees are to be approved by the Board of Elders.
3. Salary rates will be set annually by the Day School Committee, and approved by the Board of Elders.

PAYMENT FOR SERVICES

1. A fee schedule will be developed annually by June 30 to reflect policy for the next school year.

2. Payment is charged through Gradelink for Pre-K-8 . Payments are to be made in the office. Charges for the services provided are calculated in quarter hour increments for the time actually used by the child(ren). A late fee will be assessed for all students not picked up by 5:30 p.m. The records will be kept in the office. The sign-in sheet is used to verify time spent in the program.

DISCIPLINE PROCEDURE

Discipline will be handled in a manner consistent with Salem Lutheran School Policy on discipline, in cooperation with the B/A supervisors and the faculty.

CHILDREN OF SALEM STAFF

Salem staff members will receive free child care while in the performance of their duties. Staff members using the Before and After School Care program at any other time will be subject to normal rates. This benefit may be discontinued if it is abused, or if it jeopardizes the self-supporting status of the Before and After School Care program.

INSURANCE

Children injured while enrolled in the Before and After Care Program are covered by Salem Lutheran School's liability insurance.

ENROLLMENT

Students may be enrolled in this program annually at school registration or by contacting the office.

Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excess calorie intake are the predominant causes of obesity;

Whereas heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, Salem Lutheran School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Salem Lutheran Church and School that:

- Salem Lutheran School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades PK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Food and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student

body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

- To the maximum extent practicable, Salem Lutheran School will participate in available federal school meal programs (including the National School Lunch Program).
- Salem Lutheran School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

TO ACHIEVE THeSE POLICY GOALS:

I. School Health Councils

Salem Lutheran School's teachers, caregivers and food service personnel will create, strengthen, or work with a school health council to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The council also will serve as a resource for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, and representatives of the school food authority, school administrators, teachers, health professionals, and members of the public.)

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Lunch and Breakfast Programs:

- will provide students with at least 20 minutes to eat after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff.

Qualified nutrition professionals will administer the school meal programs. As part of Salem Lutheran School's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Sharing of Foods and Beverages. Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

No foods and beverages are sold Individually (i.e., foods sold outside of reimbursable school meals) during the school day.

Fundraising Activities. To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. As a rule, Salem Lutheran School will encourage fundraising activities that promote healthy eating and physical activity

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. Salem will disseminate a list of healthful snack items to teachers, after-school personnel, and parents.

- If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Rewards. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations. Salem holiday parties that involve food during the school day will be limited to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). Salem will disseminate a list of healthy party ideas to parents and teachers.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Salem will offer healthy food and beverage choices to be sold at school-sponsored events outside the school day.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. Salem Lutheran School aims to teach, encourage, and support healthy eating by students. Salem Lutheran School also should provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products healthy food preparation methods, and health-enhancing nutrition practices;
- emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents. Salem Lutheran School will support parents' efforts to provide a healthy diet and daily physical activity for their children. Salem will send home nutrition information and post nutrition tips on school websites. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. Salem Lutheran School will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, Salem Lutheran School will provide opportunities for parents to share their healthy food practices with others in the school community.

Salem Lutheran School will provide information about physical education and other school-based physical activity opportunities before, during , and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Food Marketing in Schools. Salem will strive, whenever possible, to use marketing consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above). The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

Staff Wellness. Salem Lutheran School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Teachers will be involved in Concordia's Program available at http://bewellservewell.com/.

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) PK-8. All students in grades PK-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (or its equivalent of 150 minutes/week for elementary school students and 225 minutes/week for middle school students for the entire school year.) Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities After School. After-school childcare and enrichment programs will provide and encourage--verbally and through the provision of space, equipment, and activities—daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Safe Routes to School. Salem Lutheran School will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. Salem Lutheran School will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements. Salem Lutheran School will encourage students to use public transportation when available and appropriate for travel to school, and will work with local transit agency to provide transit passes for students.

Use of School Facilities Outside of School Hours. School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

V. Monitoring and Policy Review

Monitoring. The faculty of Salem Lutheran School will evaluate wellness topics as guided by the state and federal agencies. Attached are the areas we feel need to be addressed and our target areas for the current school year. The principal or designee will ensure compliance with established nutrition and physical activity wellness policies and those policies in his/her school and will report on the school's compliance.

School food service staff at Salem Lutheran School will ensure compliance with nutrition policies within school food service areas and will report on this matter to the principal. In addition, Salem will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If Salem had not received a SMI review from the state agency within the past five years, they will request from the state agency that a SMI review be schedule as soon as possible.

The principal or designee will develop a summary report every three years on Salem Lutheran School's compliance with the established nutrition and physical activity wellness policies. That report will be provided to the parent/teacher organization and school health services personnel.

APPENDICIES

APPENDIX A - ANTI-BULLYING POLICY

A Statement of Faith:

At Salem Lutheran Church and School, we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

> *Jesus replied: "'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.'" Matthew 22:37-39*

At the heart of following Jesus command is a commitment by the faculty and staff of Salem Lutheran Church and School to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take immediate action in stopping the bullying behavior(s).

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness. 1 John 1:9

Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13

Bullying - A Definition

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending himself or herself.

Bullying can take many forms:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyberbullying or bullying through note writing (such as sending insulting messages electronically by e-mail, texting, etc. or sending insulting notes to others in the classroom)

Reference: www. stopbullyingnow.hrsa.gov

Bullying Misconceptions

Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. We are committed to naming bullying for what it is and to avoiding the excuses that are often given for bullying behavior(s).

Excuses:

- Bullying is a normal part of growing up, a life stage that everyone needs to live through
- Bullying has no serious consequences
- Those who are bullied "ask for it" or are simply getting what they deserve
- Bullying only involves physical attacks
- Adult intervention causes the bullying to escalate
- Students can resolve bullying problems on their own
- Bullies have this type of personality (reality: they are often victims of bullying)
- Bullies have an overly strong self-concept (reality: they bully because of fear and insecurity)

Impact of Bullying

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying and are committed to being aware of the results of bullying behavior(s).

- Stress of bullying interferes with a student's ability to engage in classroom activities and interferes with learning
- Stress of bullying can cause depression, loneliness, low self-esteem, health issues and concerns, and in extreme cases, thoughts of suicide
- Stress of bullying can cause fear of going to school, fear of being in locations such as the bathroom or at recess, fear of riding the school bus or in a car pool situation
- Those who bully can develop serious antisocial and violent behavior patterns, including frequent fights, involvement in vandalism, smoking and drinking, truancy, and use of weapons.
- Bullying affects those who are witnesses by creating a climate of fear and intimidation and ultimately affects the learning environment.

Reference: www. stopbullyingnow.hrsa.gov

Bullying Policy-Procedure for Addressing Bullying Salem Lutheran School

I. Salem Lutheran Church and School will practice a zero-bullying tolerance as the standard of behavior. Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).

II. Students demonstrating bullying behaviors will be subject to the discipline process as explained this Appendix to the Parent Teacher Handbook.

- Address the situation with appropriate apologies given
- Loss of privileges: (recess, free time, etc.) or time out
- Visit to the principal's office, inform parents
- Parent/ Teacher/ Principal/ Student conference
- Referral: counseling as recommended by the principal and teacher
- Suspension-because of refusal of counseling
- Dismissal- to an alternative education program that is best suited to meet the student's individual needs.
- Proper Authorities will be notified when criminal intent is obvious or when the situation warrants such action.

III. Parents demonstrating bullying behavior will be subject to protocols by both the Principal and the Day School Committee to rectify situations those parents have created. Furthermore, they may not be allowed to be on school property during the school day without an escort until they have satisfied the steps needed for bullying behavior modification.

IV. Staff members demonstrating bullying behaviors either on an active or inactive level will be subject to a conference and review with the appropriate supervisor(s) with an action plan given to address needed behavior changes. Follow up review(s) will take place at intervals determined by the supervisor(s). Severity of the staff bullying action may result in immediate dismissal.

Identifying Factors

A. Bully

- Has a desire to hurt and/or control
- Operates with an unjust use of control and power
- Will repeat the hurtful action
- Enjoys seeing the target suffer
- Possesses a sense of the target's susceptibility
- Likes to be in charge
- Believes he/she should get what he/she wants
- Misperceives how others treat him/her
- Has a network of friends that he/she controls
- Denies feelings of the victim

B. Target

1. Passive Target
   - Quiet, sensitive, cautious, in interaction with peers
   - Lacks skills of assertiveness
   - Has diminished self-confidence

- May withdraw, run away, breakdown, or cry when confronted by a bully

2. Active Target
    - Anxious and insecure
    - Pesky behavior
    - Repeatedly annoys others
    - Lacks appropriate social skills

C. Bystander (Witness)
- Empowers the bully with silence
- Feels empathy for the target, but afraid to act.
- Fears becoming a target if associated with the target
- Is afraid of causing the situation to escalate
- Seldom steps forward to defend or speak against the bully
- May feel guilt
- Lacks skills and knowledge in how to deal with the situation
- Doesn't seek help to resolve the situation
- Sees silence as the only way to avoid being a target

Common Misconceptions by Faculty and Staff

- Belief that they shouldn't intervene because of a lack of conflict resolution skills
- Belief that teachers alone have the ability to fix problems and prevent victimization
- Fear that they will cause the problem to escalate
- Unaware that adults are capable of and sometimes display bullying behaviors
- Belief that bullying is a natural part of life
- Belief that teaching core subjects is all that is required.

Potential Target
- Those with health and hygiene issues
- Shy students
- Those who are easily manipulated
- Those with physical appearance issues (real or perceived)
- Those who lack assertiveness skills

Strategies for Students

Bully will learn strategies to:
- Accept responsibility for his/her behavior
- Change his/her thinking
- Develop personal insight or self-awareness
- Understand why he/she bullies others
- Know what to expect as consequences of bullying behavior

- Manage anger
- Identify with feelings of the target
- Explore positive ways to feel powerful
- Gain strength and confidence (self-worth)

Target will learn strategies to:

- Stick up for himself/herself (assertiveness skills)
- Respond immediately to bullying
- Report bulling incidents immediately
- Differentiate between "reporting" and "tattling" (first is to help another/second is to get another in trouble)
- Identify friend(s) for support
- Gain strength and confidence (self-worth)
- Learn and strengthen bullying resistance skills
- Build social skills
- Plan ahead to avoid potential problems
- Use power skills to disarm bullies (See "The Bully Free" classroom resource for an explanation of power skills)
- Fill out report: I saw_____ I heard_____ I did this_____

(See accompanying sample report for students)

Witness will learn strategies to:

- Recognize bullying behavior
- Differentiate between "reporting" and "tattling"
- Read the emotional cues of a target
- Know when and be empowered to intervene
- Help to physically remove target from situation
- If bullying is physical, get attention of others immediately
- Fill out report: I saw_____ I heard_____ I did this_____

(See accompanying sample report for students)

Strategies for Parents

- Each parent needs to examine his/her own behavior.
- Relationships of parents to staff and parents to parents need to be addressed.
- Consistently confront inappropriate comments, jokes, and gestures.
- Receive ongoing training and information regarding anti-bullying and assertiveness skills.

Model good behavior by using good communication, anger management and conflict resolution skills.

- Help own children learn how to express themselves in positive ways.

- Make expectations clear.

- When children are present, recognize the importance of supervision in reducing bullying behavior(s).

- Respond immediately to incidences of bullying by first visiting with the appropriate staff person. Follow up with supervisor(s), if necessary.

- Help children take ownership for his/her behavior.

- Empower children to report bullying.

- Differentiate between “reporting” and “gossiping”. Reporting is necessary to conflict resolution. Gossiping prevents conflict resolution.

APPENDIX B - SOCIAL MEDIA AWARENESS

We would like to take this opportunity to address a social media challenge directed at children, called the "Momo Challenge". We urge all parents and guardians to become aware of this challenge and monitor their children's use of social media and Internet use. This challenge asks people to perform small tasks and then escalates to more serious violent acts, and even self-inflicted harm, requesting photographs for proof.

Please remember that as a parent, you have control over your child's electronic device(s). If your student has a YouTube account, please consider age appropriateness and exposure from older siblings or friends. Talk with them about the content they access, the importance of not accepting any communications or invitations from people they do not know, and not sharing personal information. Children are becoming more aware and able to use social media at a younger age than ever before.

Please use this time to become more aware of what your kids are doing online. Allow this negative to turn into a chance for you to talk to your kids. The safety of all our students is our top concern. Below is a link to an article that goes into more depth of this tragic misuse of technology.

https://educateempowerkids.org/5461-2/

A great way to talk to your child about such things can be to focus on how bad things in our world exist because of sin. We need to listen to what God calls us to do instead of those who want to harm us.

Since our children are young these scary images can have a very negative influence on them. We urge you to have a conversation as well as keep a close eye on your child's YouTube watching as this is the most prevalent place for these images to appear.

This challenge has been around now and others are sure to follow. We are compelled to urge you to consider talking to each of your children about the dangers that can affect them. We will not discuss this at school as a whole group but please take the time to mention this and make sure your child is safe.

Here are some additional links if you would like to investigate this situation further. A great deal has been written about this.

https://nakedsecurity.sophos.com/2019/03/01/the-momo-challenge-urban-legend-what-on-earth-is-going-on/?utm_source=Naked+Security+-+Sophos+List&utm_campaign=feb0259747-Naked+Security+daily+news+email&utm_medium=email&utm_term=0_31623bb782-feb0259747-454961085

https://www.theatlantic.com/technology/archive/2019/02/momo-challenge-hoax/583825/?fbclid=IwAR0rufKURXwttx_ql50UMdRqGhtI4Ot1ZBuyYTzz48lpqewKgCc0UiHEc8A

https://www.forbes.com/sites/andyrobertson/2019/02/27/dont-panic-what-parents-really-need-to-know-about-momo-challenge/#5fa2fefd3a4b

https://www.snopes.com/news/2019/02/26/momo-challenge-suicide-game/

APPENDIX C - FAITH'S LAW AND EMPLOYEE CODE OF PROFESSIONAL CONDUCT

FAITH'S LAW

Pursuant to Illinois's Faith's Law requirements, Salem adopts this Code of Professional Conduct for School Employees.

Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's staff/parent/family/student handbook, if the school has one.

Illinois State Board of Education- Sexual Abuse Response and Prevention Resource Guide.

I. EDUCATOR CODE OF CONDUCT

Pursuant to recent Illinois law, Salem adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgement.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school, colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parent and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families; striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to state and federal laws and regulations as applicable to Lutheran schools, and the Illinois State Board of Education's standards for highly qualified educators. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations, that apply to Lutheran schools.

II. SEXUAL MISCONDUCT

The Salem Lutheran School Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance tot Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to faith's Law, Salem has amended its Norms to add additional description of acts constituting sexual abuse of a Minor.

Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialogue; making sexually suggestive comments that are directed toward or with the minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676,105 ILCS 5/22-85.5).

Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. EXPECTATIONS OF SCHOOL EMPLOYEES

Salem Lutheran School restates here its expectations of all employees, including employees who work at both the church and the school:

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the development levels of the students with whom they interact. This includes meeting with a student or contacting a student outside of the employee's professional role.

While the school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation of students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.

In addition, employees will take particular care in taking or possessing a photo or video of a student. Parents/guardians should first give permission for photos and videos to be taken by employees of the school. Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

Expectations are also set forth in detail in the following:

- School Use of Technology and Social Media;
- Code of Pastoral Conduct;
- Church Guidelines for Youth and Those Working with Youth Employee, Volunteer, and Youth Participant General Guidelines and Boundaries Expectations;

- Salem's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment;
- Illinois DCFS Acknowledgement of Mandated Reporter Status form; and the following trainings:
- Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and
- State of Illinois' Prohibition of Sexual Harassment training.

IV. SCHOOL EMPLOYEES ARE MADATED REPORTERS

Salem Lutheran School restates here its requirement that its employees shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services.

Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report of suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number 1-800-25-ABUSE (1-800-252-2837) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

The school will comply with all sexual misconduct allegation notification requirements under Section 22-85 of the School Code. A violation of the employee code of professional conduct may subject an employee to disciplinary action up to and including dismissal from employment. Failure of an employee to report a violation of the employee code of professional conduct policy by another employee may subject that employee to disciplinary action up to and including dismissal from employment. 105 ILCS 5/22-85.5(f).

If the report of sexual abuse involves Church Personnel as described in BK2/101 of the Policy of Sexual Abuse of Minors by Church Personnel, the principal and/or teacher shall report the incident or suspicion to the Victim Assistance Coordinator as described in BK2/108.1.2- Reporting an Incident of the above-mentioned policy. The requirement is contained in the following:

- Illinois DCFS Acknowledgement of Mandated Reporter Status form; and the following trainings:
- Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and
- State of Illinois' Prohibition of Sexual Harassment training.

V. EMPLOYEE TRAINING RELATED TO CHILD ABUSE AND EDUCATOR ETHICS

Salem Lutheran School requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training fro Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training.