

**Cover:**

Salem Christian Academy  
Parent-Student Handbook  
Nursery 3 through 8<sup>th</sup> Grade  
(logo pictured, centered)

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*“Possibilities Are As Endless As Dreams”*

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## **OUR MISSION STATEMENT**

The mission of Salem Christian Academy is to provide students Nursery 3 thru 8th Grade with a strong biblical foundation, which emphasizes the Lordship of Jesus Christ over all activities. It is our desire to prepare students to excel academically, while promoting spiritual growth, socially desirable behavior, and service to society by glorifying God in all activities.

"And these words, which I command thee this day, shall be in thine heart: And thou shall teach them diligently unto thy children, and shall talk to them when thou sittest in thine house, and when thou walkest by the way, and when thou risest up."

*Deuteronomy 6:6-7*

## ADMISSIONS

**NEW STUDENT ADMISSION:** Students seeking admission to S.C.A. for the first time must submit: (1) the non-refundable registration fee; (2) a completed registration form; (3) a completed **FACTS** Tuition Management form; (4) the S.C.A. Admission Application; and (5) the non-refundable entrance exam fee (**3<sup>rd</sup>-8<sup>th</sup> grade students only**). In addition, the following information must be received in the school office before a student will be approved for admission:

### **PRESCHOOL APPLICANTS (Nursery 3, K4, and K5)**

- A birth certificate
- A medical form with updated immunization record and a current physical
- School records (only if the child has attended preschool)
- Social Security Card

### **ELEMENTARY APPLICANTS (Grades 1<sup>st</sup> - 8<sup>th</sup>)**

- School records from **all** schools attended
- A birth certificate
- Social Security Card
- Transcripts to include final grades or final report card
- Current standardized test scores
- Medical records with current immunizations and a current physical
- Letter of reference from the child's previous teacher, school administrator, or pastor

**Note: Students entering K5, 6th grade, and all new enrollees must have a new school physical examination with appropriate immunizations.**

When the Principal receives all required documents, parents will be notified of the child's enrollment status.

**CURRENTLY ENROLLED STUDENTS:** Early registration for the upcoming school year is in March. **All parents must re-register their child each academic school year** (*parents will be notified of pre-registration instructions*). Please remember that your child's admission for the following school year is based on your pre-registration.

**OPEN REGISTRATION:** Open registration begins the first business day of April of the current school year.

## TUITION/FEES

Salem Christian Academy is a private school that relies solely upon the funds generated from tuition and entrance fees to function effectively. Subsequently, we depend on each parent to do his/her part by paying tuition and fees in a timely manner.

**TUITION PAYMENTS:** The Academy is currently using **FACTS**, a tuition management service. **All tuition payments must be made through this service.**

**FACTS** offers two payment methods:

1. **Annual Payment Plan** (*payment in full*)
2. **Monthly Payment Plan** (*10 monthly installments*)

For the **FACTS Monthly Payment Plan**, tuition payments are conveniently calculated on a monthly basis for instructional services rendered during an entire school year. Parents are paying the yearly amount in monthly installments. The tuition balance is divided into ten (10) monthly payments.

Please note that though some months are longer in days and some months are relatively short in terms of the days of services offered, your monthly tuition obligation will remain the same for each month.

### **The Monthly Payment Plan options are:**

- A. **Automatic Bank Payments** through your checking or savings account made on either the 5<sup>th</sup> or 20<sup>th</sup> of the month. There is a **\$41 enrollment fee** for this service option.
- B. **Automatic payment through your credit card (Discover/Master Card)** made on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. There is a **\$41 enrollment fee plus a 2.5% convenience fee** that will be added to your payment for this service option.

Tuition is due on the fifth (5<sup>th</sup>) or twentieth (20<sup>th</sup>) day of each month beginning in August and ending in May—*tuition is paid **BEFORE** educational services are rendered.* If you have any questions about the **FACTS** program, please see a member of the S.C.A. office staff or feel free to contact **FACTS** directly at 1-800-624-7092 or [www.factsmgt.com](http://www.factsmgt.com).

**LATE CHARGES:** A late charge of \$25.00 will be AUTOMATICALLY ASSESSED to your account if any payment is not received by the twentieth (20th) day of the month (within 10 days from the payment due date).

**DISHONORED PAYMENTS:** A \$25.00 N.S.F. check fee will be assessed to your account for any checks returned by your bank unpaid. Returned checks will not be re-deposited. Your bank may assess additional fees.

**REFUNDS:** Refunds of any amount paid on your **FACTS** account will be handled by S.C.A. in accordance with our refund policy (*see S.C.A. Refund Policy*). Please feel free to contact **FACTS** whenever you have questions or concerns regarding your account (1-800-624-7092 or [www.factsmgt.com](http://www.factsmgt.com)).

**S.C.A. REFUND POLICY:** The S.C.A. registration fee is a **non-refundable payment**. If you choose to withdraw your child from S.C.A. prior to the first day of classes and have paid the *Book and Activity fee, Afterschool Program fee*, and/or your *first tuition payment*, you will be entitled to a **full refund** of your payment(s).

**HOWEVER, after the first day of classes**, there will be **NO** refunds of the *Book and Activity fee, Afterschool Program fee*, and/or ***any*** *tuition payments* made for withdrawal, whether voluntary or involuntary.

**Note:** FAILURE TO PAY TUITION AND/OR LATE FEES MAY RESULT IN YOUR CHILD'S EXCLUSION FROM SCHOOL.

**FEES:**

In addition to tuition, payment of the following fees may be required for students attending Salem Christian Academy. Please note that some fees are mandatory for all students while others may be activity or grade-level specific.

- **Registration fee** (*non-refundable for all registering N3-8<sup>th</sup> grade students*)
- **Entrance Exam fee** (*non-refundable for all NEW 3<sup>rd</sup>-8<sup>th</sup> grade students*)
- **Book & Activity fee** (*mandatory for all N3-8<sup>th</sup> grade students*)
- **Fundraiser fee** (*mandatory PER FAMILY fee for all S.C.A. families*)
- **Computer Lab fee** (*mandatory for all 3<sup>rd</sup>-8<sup>th</sup> grade students*)
- **Before/Afterschool fee** (*optional fee required for all N3-8<sup>th</sup> grade students registered for the extended-hour program*)
- **Hot Lunch fee** (*optional fee required for all N3-8<sup>th</sup> grade students registered for this program*)

***Please note that the fundraiser fee will be divided into monthly installments and added to the tuition payment if not paid in full by August.***

## **SCHOLARSHIPS/FUNDRAISERS/BENEFACTOR CONTRIBUTIONS**

**SCHOLARSHIPS:** Salem Christian Academy is in the process of establishing a scholarship fund for families who may be in need of financial assistance; however, at the present time, we are unable to offer financial assistance of any kind.

**FUNDRAISERS:** Payment of a mandatory fundraiser fee is required for all families at Salem Christian Academy. Please note that this is a ***per family fee***, not per student fee. Additionally, Salem Christian Academy may participate in other school-wide fundraisers including our ongoing participation in the Market Day Program. Please see the display in the main office for Market Day order forms and monthly pick-up times. We encourage your participation in all of our school fundraiser activities.

**BENEFACTOR CONTRIBUTIONS:** If you desire at any time to make a financial contribution to Salem Christian Academy, please know that your gift will be greatly appreciated. Monies can be earmarked for scholarships, school improvements, special projects, etc. You are also welcome to include the Academy in your estate or will planning. Such an act will ensure a quality Christian education for future generations and also ensure the Academy's solvency in years to come.

## **GENERAL POLICIES**

**TEXTBOOKS:** Each year, S.C.A. distributes hardbound textbooks to students. The textbooks are the property of the Academy. These books must be covered and cared for by the student. Parents will be charged a fee for any lost or damaged books. Workbooks and/or consumables are the property of the students. These materials usually remain in the classroom until the end of the school year.

**REQUIRED MEDICAL EXAMINATIONS AND INFORMATION:** Medical records are required for all students attending the Academy. It is the responsibility of the parent(s) to ensure that all necessary examinations are completed prior to enrollment. **Illinois State Law requires that all newly enrolled students and returning students entering K5 and 6th grade have a NEW PHYSICAL EXAMINATION with appropriate immunization. STUDENTS WILL NOT BE ADMITTED TO THE ACADEMY UNTIL REQUIRED HEALTH FORMS ARE SUBMITTED.**

**SPORTS PHYSICAL EXAMINATION:** Any student selected to play sports will be required to have a new medical examination **before** they are allowed to participate.

**EMERGENCY FORMS:** At the time of enrollment all parents are required to complete an emergency form for each child. It is pertinent that all information is current and updated as needed. **It is imperative that you contact the school office immediately when emergency information has changed.**

**Note:** Please list any allergies, illnesses, or medications prescribed that might affect your child throughout the school day.

**MEDICATIONS:** Public Act #92-0402 requires schools to allow asthmatic children to carry their medication and inhalers with parental and physician approval. All other medications must be self-administered and stored in the principal's office. If your child must self-administer any medications during the school day, please see the office staff for the proper forms (see Appendix E, F). Once those forms are returned and approved by administration, a *Self-Administration of Medication Policy Statement Form* (see Appendix G) must be signed before your child will be allowed to take the medication.

**Note:** Parents should make sure that their child, the classroom teacher, and the office staff knows when the medication should be taken.

**NEWSLETTERS AND/OR SPECIAL MEMOS:** The Academy will communicate with our parents via newsletters, special notices, or memorandums. Please let your child know that he/she is responsible for bringing correspondence home when issued by the school office and/or his/her teacher. Please check your child's book bag daily for these items.

**PARKING REGULATIONS FOR VISITORS AND OTHERS:** The Fire Marshall has ordered that the Fire Lane be kept open and accessible at ALL TIMES. The parking of cars, vans, and buses is NOT ALLOWED AT ANY TIME IN THE FIRE LANES. For

the safety of all concerned, please adhere to this mandate. Failure to do so could result in ticketing or towing at the owner's expense. Please pull over to the curbside to ensure the safety of all students.

**PROPERTY DISCLAIMER:** Salem Christian Academy will not be responsible for personal items lost or stolen on the school premises. Parents are encouraged to monitor what their child brings home and to label their child's belongings. Please teach your child to be responsible for his/her personal items. In the event that an item is lost, articles may be retrieved from our lost and found container located on the west wall, behind the counter in the school office. All unidentified items will be discarded at the end of each quarter.

**Note:** Students (K5-8<sup>th</sup> grade) are not allowed to bring toys, games, or trading cards (Pokémon, Garbage Pail Kids, etc.) to school unless otherwise authorized by their teacher.

**POLICY ON ELECTRONIC DEVICES:** Electronic devices such as iPods, MP3 players, handheld electronic games e.g., *Game Boys*, *Sony PlayStation Portables (PSP)*, *Nintendo DS* are **prohibited** at S.C.A. If these items or any similar items are brought to school, they will be confiscated and returned only to a parent or guardian. Please note that violation of this policy may warrant disciplinary action.

**CELL PHONE/SCHOOL PHONE POLICY:** The use of cell phones (*e.g., calls, text messaging*) is **prohibited** during the school day at Salem Christian Academy; however, students are permitted to bring cell phones to school as long as they are off and remain in a book bag. Students found using their cell phone will have their cell phones confiscated and returned only to a parent or guardian. Please note that violation of this policy may warrant disciplinary action.

**Note:** Students are only allowed to use the school telephone in the main office for emergencies; therefore, please make sure that your child is prepared for school with all necessary supplies, lunch items, uniforms, etc. Parents that need to relay an **emergency message** to their child may call the school office at (773) 928-0145.

## GENERAL INFORMATION

**REPORT CARDS:** Report card pick-up will occur at the end of the 1<sup>st</sup> and 3<sup>rd</sup> marking periods. It is the responsibility of the parent/guardian to pick up the report card on the day it is distributed; however, an arrangement convenient to the teacher's schedule may be scheduled to secure the report card. Report card pick-up dates for the school year are listed on the school calendar (*a copy of the school calendar may be obtained in the school office*).

**Note:** Report cards *will not* be released until all tuition/fees are paid.

**LUNCH:** Students may be enrolled in our hot lunch program and/or bring a packed lunch from home. All students participating in our hot lunch program must be registered in the main office and the appropriate fees must be paid before service. Students bringing lunches from home should bring a packed lunch that does not require heating (*students will not be allowed to heat lunches*). Please do not send glass containers or unlabeled lunches (bagged or boxed).

**Note:** If you'd like to celebrate your child's birthday, you may bring a birthday cake, ice cream, pizza, etc., as long as these items are purchased from a store and/or a state licensed restaurant/caterer. Birthday celebration activities will only be allowed during your child's 30-minute lunchtime. Please notify the teacher and the school office beforehand so that proper arrangements can be made.

**CONFERENCE WITH TEACHERS:** To best serve the needs of both the students and the Academy, it is necessary to schedule periodic conferences. Conferences are held to discuss the progress of your child and to establish a working relationship with your child's teacher. Parents may request a conference via phone or in person. If arrangements are made directly with the teacher, the school office must be notified. Everyone involved is encouraged to be on time, have an "open mind," and a positive attitude. If the teacher requests a parent conference, a conference form will be sent home.

**CONFERENCE WITH ADMINISTRATION:** If you would like to schedule a conference with the Principal, Vice Principal, or Dean of Students, please call the school office to make an appointment.

**ACADEMY CURRICULUM:** Salem Christian Academy has developed a curriculum designed to meet the needs of the *whole* child. Our curriculum is in compliance with the Illinois State Goals and Learning Standards, and it is academically competitive with some of the most prestigious schools in Chicago.

**The following subjects are taught at Salem Christian Academy:**

- *Bible*
- *Language Arts* which includes *Reading, Writing, Listening, and Speaking*
- *Mathematics*
- *Social Studies*

- *Science*
- *Special Area Classes—Art, Music, Physical Education, Spanish, and Computer*

**ACADEMY PERSONNEL:** Salem Christian Academy recognizes the need for Christian influence in the teaching of young minds, therefore, we only accept educators who have a proven record of academic and professional excellence in addition to a belief in the principles and teachings of the Christian faith.

**CHAPEL:** Chapel is held on Friday afternoons from **2:00-2:30 p.m.** It is a time for the entire student body to gather together to praise God and reflect on His goodness. Parents are always invited to attend Chapel.

**BEFORE/AFTERSCHOOL PROGRAM:** Salem Christian Academy provides both before and afterschool care. The hours for the Before/Afterschool Program are *6:30 a.m. - 8:00 a.m.* and *3:15 p.m. - 6:00 p.m.* All students participating must register and pay the appropriate fees before the school year begins. An authorized adult must sign students out daily. Students who disrupt the Before/Afterschool Program will be dismissed without refund from the program.

**LATE PICK-UP POLICY:** It is important that your child is picked up on time. A \$20 late fee will be assessed for late pick-ups between **6:00 p.m.** and **6:15 p.m.** Beginning at **6:16 p.m.**, one dollar (\$1) will be charged for every minute thereafter *in addition to* the initial \$20 fee.

**AFTERSCHOOL SPECIAL ACTIVITIES:** All students participating in afterschool special activities (*e.g. cheerleading, karate, etc.*) must be a part of the Afterschool Program. Parents will receive detailed information pertaining to afterschool activities that are being offered at S.C.A. If you plan to enroll your child in one of our afterschool activities, please secure a spot in our Afterschool Program.

## GENERAL PROCEDURES

**THE SCHOOL DAY:** The school day at Salem Christian Academy begins promptly **at 8:30 a.m.** and ends **at 3:30 p.m.** for all non-afterschool students. The school bell will ring twice daily—once at 8:30 a.m. to signify the start of the day and again at 3:30 p.m. to signify the end of the regular school day.

### SCHOOL ENTRY PROCEDURE:

1. The doors will open for the entry of those students *not enrolled* in Before and Afterschool at **8:15 a.m.** An **EARLY ARRIVAL FEE of \$15** will be assessed to the account of any student not enrolled in Before & Afterschool who enters the building before 8:15 a.m.
2. **Only Preschool parents are allowed to accompany their child(ren) to class. Walking 1<sup>st</sup>-8<sup>th</sup> grade students to class is not permitted.** Parent cooperation in this area helps us to reduce excessive hallway/street traffic and avoid congestion/blockage of the stairwells (*a fire code violation*). In addition, teachers are able to prepare students for the day without distractions and/or interruptions.

**DISMISSAL PROCEDURE:** Dismissal for N3-8<sup>th</sup> grade students **NOT** enrolled in Afterschool will be at **3:30 p.m. in the sanctuary.** Please adhere to the following procedure when picking up your child(ren):

1. Parents are to enter the sanctuary from the **front entrance** of the church. *There is no access to the building from the side door for regular dismissal.*
2. At 3:30 p.m., a school official will permit parents into the sanctuary. **Parents are not permitted into the sanctuary before 3:30 p.m.**
3. The students sit by grade level—N3-3<sup>rd</sup> grade on the left side of the sanctuary and 4<sup>th</sup>-8<sup>th</sup> grade on the right. Students **must** be signed out; Sign-out sheets will be available for parents and/or those with pick-up authorization in the church foyer. **Please note that PICTURE ID is required for pick-up so be prepared.**
4. Families then should exit from the front of the building.
5. **Students not participating in the Before/Afterschool Program must be picked up in the sanctuary by 3:30 p.m.** If your child is not picked up by 3:30 p.m., you will be required to pay a \$20.00 late fee. Starting at 3:46 p.m., one dollar (\$1) will be assessed for every minute thereafter in addition to the initial \$20 fee.

**ATTENDANCE POLICY:** **Please call the school office to report all student absences.** *Only the following reasons will be considered an excused absence:*

- Student illness
- Family emergency

- **Death in the immediate family**
- **Circumstances causing the possibility of harm to a student's health or safety**
- **Other situations beyond student control (*as determined by the Principal*)**

**Students returning to school from an excused absence must present a written note signed by their parent/guardian to the homeroom teacher.** Full credit for class work will only be issued for excused absences. Please note that when a student has been absent three (3) days or more for illness, that student will not be readmitted to the Academy without a doctor's statement approving his/her readmission to school. *There are no exceptions to this policy.* The doctor's statement is kept in the student's medical file.

**NOTE: ACCUMULATION OF NINE (9) OR MORE UNEXCUSED ABSENCES IS GROUNDS FOR MANDATORY SUMMER SCHOOL AND/OR AUTOMATIC RETENTION.**

**TARDY POLICY: ANY STUDENT ARRIVING AFTER THE SCHOOL BELL SOUNDS AT 8:30 A.M. WILL BE MARKED TARDY.** Salem Christian Academy calculates time lost due to tardiness using a computer-based system. *Please note that the accruing of tardies equivalent to nine (9) or more unexcused absences is grounds for mandatory summer school and/or automatic retention.*

**EARLY DISMISSALS:** If possible, please refrain from early dismissals, as they are disruptions to the instructional program. Doctor's appointments etc., should, as much as possible, be scheduled after school and/or on Saturdays. This allows for a **full day** of academic instruction. S.C.A. calculates time lost due to early dismissals using a computer-based system. *Please note that the accruing of the equivalent of nine (9) or more unexcused absences is grounds for mandatory summer school and/or automatic retention.*

Only parents, guardians, or persons with approved pick-up authorization will be required to complete an **Early Dismissal form** (*available in the school office*). This form will become a part of the student's file. Only authorized persons listed on the registration or emergency information cards will be allowed to sign-out and pick-up students.

**Note:** If special dismissal arrangements are needed, such as changes in pick-up authorization or mode of transportation, the parent or legal guardian must notify the school office in writing or by telephone.

**ILLNESS DURING SCHOOL:** Should a student become ill while in school, a *Medical Alert Form* will be completed and the teacher or one of the school office staff will notify the parent. A copy of the medical form will be sent home and a copy will be placed in the student's file (office and classroom).

**IN THE EVENT OF A MEDICAL EMERGENCY, 911 WILL BE CALLED AND THE PARENT WILL BE NOTIFIED IMMEDIATELY THEREAFTER.**

## UNIFORMS/DRESS CODE REQUIREMENTS

As a private school, Salem Christian Academy maintains the right to establish a dress code for its students. By establishing this dress code, we hope to: (1) create an atmosphere that is conducive to learning; (2) establish habits of self-discipline; and (3) promote a positive self-image. **Compliance to this code is MANDATORY.** Salem Christian Academy requires all its students to conform to the dress code during all school hours (*Before/Afterschool included*). Students should be reminded to make sure their clothing is worn **NEATLY** i.e. blouses/shirts tucked in, collars down, pants sitting at the waist secured with a belt, etc. ***Violations of this dress code will warrant disciplinary action including dismissal from school.***

### NURSERY 3 AND K4 STUDENTS:

**GIRLS:** *Monday through Thursday* girls must wear skirts or dresses. NO jeans, jogging suits, or gym shoes. Hair should be worn neatly with **NO** extreme hairstyles and/or hair coloring. Girls may wear *stud earrings* of any kind or *small hoops (no larger than a penny)*. Long earrings, necklaces, chains, bracelets, broaches, pins, etc. are prohibited.

**BOYS:** *Monday through Thursday* boys must wear slacks with a shirt. NO jeans, jogging suits, or gym shoes. **Hair should be closely cropped. Absolutely no braids, dreadlocks, hair designs (including lines, shapes, or words), mohawks, or ponytails.** Boys are not allowed to wear earrings of any kind. Please note that placing a band-aid over an earring during the school day is a violation of our policy. Necklaces, chains, bracelets, pins, etc. are prohibited.

### **ALL NURSERY 3 AND K4 STUDENTS ARE REQUIRED TO WEAR UNIFORMS ON FRIDAYS.**

***N3 and K4 Parents are also required to provide the following items, which should be clearly labeled:***

- A complete change of clothes (outerwear and underwear)
- An age-appropriate toy with no removable parts that can be shared with the class

### **K5 – 8<sup>TH</sup> GRADE STUDENTS:**

**GIRLS:** All girls should wear yellow blouses with navy jumpers or skirts, navy or yellow socks, and dark (*solid-colored navy, black, or brown*) semi-dress shoes *without* a high heel. Dresses and skirts should be knee length—*skorts* are prohibited at S.C.A. Hair should be worn neatly with **NO** extreme hairstyles and/or hair coloring. **High heels, stilettos, fashion boots, sandals, and open-toe shoes are not allowed.** We suggest a low-heeled closed-in Penny Loafer, Oxford, or Ballet Flat.

*Jewelry:* Girls may wear *stud earrings* of any kind or *small hoops* (no larger than a penny). Long earrings, necklaces, chains, bracelets, broaches, pins, etc. are prohibited.

**BOYS:** All boys should wear yellow dress shirts, navy slacks (*pants should be secured with a navy, black, or brown belt*), navy tie, and dark (*solid-colored navy, black, or brown*) semi-dress shoes. **Hair should be closely cropped. Absolutely no braids, dreadlocks, hair designs (including lines, shapes, or words), mohawks, or ponytails.**

*Jewelry:* Boys are not allowed to wear earrings of any kind. Please note that placing a band-aid over an earring during the school day is a violation of our policy. In addition, necklaces, chains, bracelets, pins, etc. are prohibited.

**BOYS and GIRLS:** NO GYM SHOES OR TWO-TONED SHOES MAY BE WORN AT ANY TIME. When heavy snow boots are worn, appropriate school shoes should be brought and worn throughout the school day. Gym shoes are only to be worn for gym.

**GYM UNIFORMS:** All children must wear an S.C.A. gym uniform to participate in Physical Education class. All students must wear *solid WHITE* gym shoes and white socks—*no exceptions. On gym days, students should wear their S.C.A. gym uniform underneath their school uniform.* Gym shoes should be carried to school in a book bag. The gym grade will be affected when students are out of uniform.

## SCHOOL DISCIPLINE PROCEDURES

### ELEMENTARY SCHOOL (PRESCHOOL - 5<sup>TH</sup> GRADE)

#### Students are given:

- A VERBAL WARNING
- STUDENT/TEACHER CONFERENCE
- PHONE CALL TO THE PARENT OR NOTE HOME
- PARENT CONFERENCE (*including the student, teacher, and an administrator*)
- SUSPENSION

If a student is disruptive in class, the teacher will give a verbal warning in attempt to redirect the student. If at this time the student refuses to follow directions, the teacher will then conference with the student. If the student continues to be disruptive, a phone call will be made to the parent (or a note sent home). After the teacher has spoken with parents concerning the student's behavior, a parent conference will be requested. Following the conference, if the student's behavior has not changed, the student will be suspended.

**IN CERTAIN CASES, depending on the offense, steps may be skipped, e.g., students may be sent to the Dean of Student's office, loss of privileges may occur, Saturday detention or in-school/out-of-school suspension may be assigned, and/or expulsion may be recommended.** Please refer to our **Uniform Discipline Code (UDC)** for the Academy's guidelines for acceptable student behavior.

**Note:** An **Incident Report** (*see Appendix A*) will be completed for behavior that results in a student being sent to the Dean of Students. A copy of the report along with any notice of disciplinary action will be sent home for parent signature.

#### SOME REASONS FOR AUTOMATIC OUT-OF-SCHOOL SUSPENSION:

- Disrespectful behavior toward the staff, teachers, or administration
- Fighting—*the person initiating the fight could receive a longer suspension*
- Hitting, slapping, punching, or kicking classmates with intent to harm
- Intimidation and/or bullying of another student
- Using profanity or the possession of obscene materials
- Using gang signs
- Malicious defamation
- Smoking and/or the possession of cigarettes, other drugs, and/or related paraphernalia
- Destroying or defacing school property (vandalism)
- Disrupting chapel service
- Leaving the school building/premises without authorization from the administrators

**Please note that other non-listed infractions will result in an automatic out-of-school suspension. Refer to the S.C.A. Uniform Discipline Code for a more exhaustive list.**

## MIDDLE SCHOOL (6<sup>TH</sup> – 8<sup>TH</sup> GRADE)

*“A person without self-control is like a city with broken-down walls.”*  
—Proverbs 25:28 (NLT)

In order to encourage integrity and personal responsibility, Salem Christian Academy utilizes a *Demerit System* in the 6<sup>th</sup>-8<sup>th</sup> grades. Our *Demerit System* works in conjunction with the **S.C.A. Uniform Discipline Code (UDC)**; therefore, behaviors listed under **“Level One Misconduct”** in the **UDC** warrant demerits. *Level One Misconduct* includes inappropriate behavior that disrupts the educational process and interferes with the safe and organized operation of the classroom environment and school-at-large.

### S.C.A. DEMERIT SYSTEM

<u>LEVEL ONE MISCONDUCT</u>	<u>DEMERITS EARNED</u>
• Tardiness (late to class during school day)	1
• Talking /disruptive behavior in hallways	1
• Talking out of turn	1
• Not following directions	1
• Throwing of objects	1
• Running or horseplay	1
• Cheating/lying	1
• Passing notes	1
• Mistreatment of classmates	1
• Inability to work well with others	1
• Chewing gum	1
• Out-of-uniform/unkempt uniform	1
• Not following lunchtime rules	1

The below-listed *Consequences* are based on the **total number** of demerits earned by a student. Once a consequence is served, students do not begin with a **“clean slate.”** *The demerit total continues to accumulate.*

<u>DEMERITS EARNED</u>	<u>C O N S E Q U E N C E S</u>
3	One (1) week quiet lunch
6	Saturday Detention (\$25.00 fee)
9	Loss of field trip ( <i>trip fee will not be refunded</i> )
12	One (1) day suspension
15	Two (2) day suspension/Administrator-Parent meeting
18	Three (3) day suspension/ Administrator-Parent meeting
21	Five (5) day suspension/Administrator-Parent meeting
24	Seven (7) day suspension & an Administrator-Parent <u>Expulsion Meeting</u> to determine proper placement

**NOTE:** Students should be reminded that the demerit system is not purely a punitive exercise, but an instrument designed to help them develop the vital fruit of self-control. Ruling over oneself (*self-control*) is imperative to success as they mature and navigate through life.

**As in the elementary school, depending on the offense, students may be sent to the Dean of Student's office, loss of privileges may occur, Saturday detention or in-school/out-of-school suspension may be assigned, and/or expulsion may be recommended.** Please refer to our **Uniform Discipline Code (UDC)** for the Academy's guidelines for acceptable student behavior.

**Note:** An **Incident Report** (*see Appendix A*) will be completed for behavior that results in a student being sent to the Dean of Students. A copy of the report along with any notice of disciplinary action will be sent home for parent signature.

**SOME REASONS FOR 6<sup>TH</sup>-8<sup>TH</sup> GRADE AUTOMATIC OUT-OF-SCHOOL SUSPENSION:**

- Disrespectful behavior toward the staff, teachers, or administration
- Fighting—*the person initiating the fight could receive a longer suspension*
- Hitting, slapping, punching, or kicking classmates with intent to harm
- Intimidation and/or bullying of another student
- Using profanity or the possession of obscene materials
- Using gang signs
- Malicious defamation
- Smoking and/or the possession of cigarettes, other drugs, and/or related paraphernalia
- Destroying or defacing school property (vandalism)
- Disrupting chapel service
- Leaving the school building/premises without authorization from the administrators

**Please note that other non-listed infractions will result in automatic out-of-school suspension. Refer to the S.C.A. Uniform Discipline Code for a more exhaustive list**

**INCIDENT REPORT**

**Date:** \_\_\_\_\_ **Homeroom Teacher(s):** \_\_\_\_\_

**Person(s) involved (please check):**    \_\_\_\_\_ student    \_\_\_\_\_ staff    \_\_\_\_\_ other

**Name(s):** \_\_\_\_\_

**Where incident occurred:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Witnesses:** \_\_\_\_\_

**Describe what occurred *in detail*:** \_\_\_\_\_

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**Administrator's Signature:** \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ VICE PRINCIPAL \_\_\_\_\_ DEAN OF STUDENTS \_\_\_\_\_ B/A CARE COORDINATOR \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*"Possibilities are as endless as dreams!"*

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11816 S. Indiana Avenue    Chicago, IL 60628    (773) 928-0145    Fax: (773) 928-0208

## **HOMEWORK POLICY**

**The following is a daily-suggested time allocation for homework assignments by grade level:**

- **Pre-School (N3-K5)      15 minutes per day**
- **Grades 1, 2, and 3      30 minutes per day**
- **Grades 4, 5, and 6      45 minutes per day**
- **Grades 7 and 8      90 minutes per day**

***In addition, the following parental activities should be included in planning and structuring time for homework:***

**Pre-School:** Parent(s) should set aside fifteen (15) minutes per day for reading to their child and/or participation in activities designed to reinforce teacher-assigned homework.

**Grades 1, 2, and 3:** Parent(s) should set aside thirty (30) minutes of parent/child reading, writing, and listening activities.

**Grades 4, 5, and 6:** One hundred twenty (120) minutes per week of parent involvement in home based activities, which could include visits to museums, libraries, etc. Parents should also assist students with long-term assignments such as book reports, school-wide projects, etc.

**Grades 7 and 8:** One hundred twenty (120) minutes per week of parent involvement in home based activities, which could include research papers, school-wide projects, book reports, and creative writing activities.

**Remember to READ, READ, READ! Why? Because reading empowers us, it opens doors, develops the mind, improves our vocabulary, and broadens and changes our lives and opportunities. Regardless of grade level, parents should set aside reading time where they read to their children and their children read to them. MOTIVATE YOUR CHILD TO DEVELOP A LOVE FOR READING!**

## **SALEM CHRISTIAN ACADEMY GRADING SCALE**

### **PRESCHOOL (N3, K4, & K5):**

Preschool students are assessed using a skill mastery rating system. The rating system indicates a student's *general* understanding/demonstration of the curriculum at the point of assessment.

#### **PRESCHOOL RATING SYSTEM:**

- 3**—*Understands concepts and/or is grasping skills*
- 2**—*Developing understanding of concepts and/or skills*
- 1**—*Not yet demonstrating skill/understanding of concepts*
- /**— *Not evaluated*

### **1<sup>ST</sup> – 8<sup>TH</sup> GRADE STUDENTS:**

- A = 100-93
- B = 92-87
- C = 86-78
- D = 77-70
- F = 69 - 0

- A - EXCELLENT
- B - GOOD
- C - SATISFACTORY
- D - NEEDS GREAT IMPROVEMENT
- F - UNSATISFACTORY
- (/) - INDICATES AN AREA NOT TO BE MARKED AT THIS TIME

## **PLEDGES, SCHOOL SONG, & BLACK NATIONAL ANTHEM**

### **American Flag Pledge**

I pledge allegiance to the Flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### **Christian Flag Pledge**

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again with life and liberty for all who believe.

### **Bible Pledge**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. Its words will I hide in my heart that I might not sin against God.

### **School Pledge**

I solemnly pledge to learn all I can about the contributions our people have made to history and civilization; and thus to grow daily in pride for my race as one of many races in American life. I solemnly pledge to help others to learn also. And finally I pledge to live in my home, my school, and my community in such a way that I can live with myself and others will want to live with me.

### **Lift Every Voice and Sing** (*Black National Anthem*)

Lyrics by James Weldon Johnson; Music by John Rosamond Johnson

Lift every voice and sing,  
'Til earth and heaven ring,  
Ring with the harmonies of Liberty;  
Let our rejoicing rise  
High as the listening skies,  
Let it resound loud as the rolling sea.  
Sing a song full of the faith that the dark past has taught us,  
Sing a song full of the hope that the present has brought us;  
Facing the rising sun of our new day begun,  
Let us march on 'til victory is won.

### **Salem Christian Academy School Song**

Written by: Timothy Byron McGhee

We stand with integrity with Jesus on our side.  
We're standing in victory with past defeats behind.  
We're marching all along our way in blue and gold we're proud to say;  
We're more than conquerors everyday at S.C.A.!  
S.C.A., S.C.A., S.C.A.,  
Salem's Awesome Christian Academy!

**PARENT AGREEMENT FOR CHILD TO SELF-ADMINISTER MEDICATIONS**  
**Salem Christian Academy**  
**11816 S. Indiana Ave.**  
**Chicago, IL 60628**

I give permission for my child, \_\_\_\_\_, to self-administer the medications described below. I will notify the school of changes in medication and my child's condition.

Name of Medication	Dose	Frequency of Use
_____	_____	_____
_____	_____	_____

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note:** All medication must be stored in the Principal's office during the school day.

*Refer to: Illinois Department of Human Services Asthma Management a Resource Manual for Schools*

## PHYSICIAN REQUEST FOR SELF-ADMINISTRATION OF MEDICATION

\_\_\_\_\_  
Name of Student Birthdate \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City Zip Telephone Number \_\_\_\_\_

TO:

Principal \_\_\_\_\_

School \_\_\_\_\_

The above named pupil has \_\_\_\_\_  
(Name of Disease or Syndrome)

I am requesting that the above named student take the following medication during school hours.

\_\_\_\_\_  
Name of Medication Type of Medication (Tablet, Liquid, Capsule, Inhaler)

\_\_\_\_\_  
Dosage Time(s) to be given

\_\_\_\_\_  
Possible Side Effects

I certify that \_\_\_\_\_ has been instructed in the use  
(Student)  
and self-administration of \_\_\_\_\_  
(Name of Medication)

He/she understands the need for the medication and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently.

I may be reached at the following phone # in the event of a reaction to the medication or an emergency.

\_\_\_\_\_  
Phone Number of Physician Signature of Physician Date

\_\_\_\_\_  
Address of Physician Print Name of Physician Date

*Refer to: Illinois Department of Human Services and Illinois State Board of Education  
"Recommended Guidelines for Medication Administration in Schools"*

**SELF-ADMINISTRATION OF MEDICATION POLICY STATEMENT**  
**Salem Christian Academy**  
**11816 S. Indiana Ave.**  
**Chicago, IL 60628**

Date \_\_\_\_\_

Dear Parent/Guardian,

Salem Christian Academy has received your request for self-administration of \_\_\_\_\_, an asthma medication, for your child \_\_\_\_\_.

State law requires that we inform the parents or guardians of the student, in writing, that the Salem Baptist Church of Chicago nor Salem Christian Academy and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

Before we can allow your child \_\_\_\_\_ to self-administer the medication, we must ask that you sign and return a copy of this document.

The permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements outlined above. A student with asthma may possess and use his/her medication while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as while in Before-school or Afterschool care on school-operated property. We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.

\*\*\*\*\*

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_, acknowledge that Salem Baptist Church of Chicago nor Salem Christian Academy and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the above named student. I indemnify and hold harmless the Salem Baptist Church of Chicago nor Salem Christian Academy and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_