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Welcome back to what we hope is a rewarding school year both academically and socially. It is our belief that your success in this school will be directly proportional to your efforts. We offer a quality curriculum, with a number of varied activities which will prepare you to live a better life and to take your place in this complex society. Remember: the administration and faculty stand ready to help you. Enjoy the 2018-2019 school year.

SALEM CITY SCHOOLS MISSION STATEMENT
Salem City Schools will prepare all students in a safe and welcoming learning environment to be informed citizens who embrace lifelong learning and are capable of taking their places as contributing members of society.

SENIOR HIGH SCHOOL MISSION STATEMENT
The staff of Salem High School offers all of its students a climate and curriculum that provide opportunities for them to become competent, knowledgeable, and successful individuals. We share with our community the responsibility for the education of all Salem students so that they will become functioning, employable, and productive citizens in society.

JUNIOR HIGH MISSION STATEMENT
The staff at the Salem Junior High School, in participation with family and community is dedicated to providing effective learning experiences. High standards will be maintained by utilizing challenging and diversified instructional methods to promote academic achievement. We require school-wide mutual respect in a safe and secure atmosphere. We will prepare all students to be responsible and self-sufficient citizens of our community.
Salem Alma Mater

We honor our high school,
We sing of its praise
With courage united
Our colors high are raised.
We all love it dearly,
Our Alma Mater true,
We cherish its memories
Our whole life thru.
We’ll cherish its memories
Our whole life thru.

Salem Fight Song - Quaker Pride

Play the game to win, Play with Quaker pride,
Keep the Salem spirit alive,
Give cheer, red and black,
Never fear, red and black,
Keep our colors waving high,
We’re the team to bring home a victory,
Marching ever-forward are we,
With our heads held high and our Quaker Pride,
We’ll show the world that we’re from Salem High!
<table>
<thead>
<tr>
<th>POSITION</th>
<th>GRADES</th>
<th>NUMBER</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL</td>
<td>9-12</td>
<td>330-332-8905</td>
<td>TODD MCLAUGHLIN</td>
</tr>
<tr>
<td>ASSOCIATE PRINCIPAL</td>
<td>7-12</td>
<td>330-332-8905</td>
<td>HANK BROCK</td>
</tr>
<tr>
<td>JUNIOR HIGH PRINCIPAL</td>
<td>7-8</td>
<td>330-332-8914</td>
<td>MATT ZIEGLER</td>
</tr>
<tr>
<td>HIGH SCHOOL SECRETARY</td>
<td>9-12</td>
<td>330-332-8905</td>
<td>DARLENE HEINEMAN</td>
</tr>
<tr>
<td>HIGH SCHOOL SECRETARY</td>
<td>9-12</td>
<td>330-332-8905</td>
<td>KRIS WHILE</td>
</tr>
<tr>
<td>JR. HIGH SCHOOL SECRETARY</td>
<td>7-8</td>
<td>330-332-8914</td>
<td>AMY JOHNSON</td>
</tr>
<tr>
<td>GUIDANCE COUNSELOR</td>
<td>9-12</td>
<td>330-332-8905</td>
<td>MEGAN ELLIS</td>
</tr>
<tr>
<td>GUIDANCE COUNSELOR</td>
<td>9-12</td>
<td>330-332-8905</td>
<td>AMBER WALLER</td>
</tr>
<tr>
<td>GUIDANCE COUNSELOR</td>
<td>7-8</td>
<td>330-332-8914</td>
<td>ASHLEY TAAFE</td>
</tr>
<tr>
<td>GUIDANCE SECRETARY</td>
<td>7-12</td>
<td>330-332-8905</td>
<td>DEB ALTENHOF</td>
</tr>
<tr>
<td>ATHLETIC DIRECTOR</td>
<td>7-12</td>
<td>330-332-8911</td>
<td>MATT FREEEMAN</td>
</tr>
<tr>
<td>ATHLETIC DIRECTOR SECRETARY</td>
<td>7-12</td>
<td>330-332-8911</td>
<td>RONNIE SHADLE</td>
</tr>
<tr>
<td>TRANSPORTATION DIRECTOR</td>
<td>K-12</td>
<td>330-332-2321</td>
<td>JEFF MARTIG</td>
</tr>
<tr>
<td>QUAKER TECH ACADEMY</td>
<td>9-12</td>
<td>330-332-8905</td>
<td>JEFF MARTIG</td>
</tr>
</tbody>
</table>
# Salem City Schools 2018-2019

## August
- 28th - Convocation & In-service
- 29th - Principal Meetings & Teacher Work Day
- 30th - 1st Student Day for Grades K-12
- No School
- Professional Development

## September
- 3rd - Labor Day - No School
- 4th - Labor Day - No School

## October
- 12th - Teacher In Service - No School
- 13th - Conference Exchange Day - No School
- 26th - End of 1st Nine Weeks (45 Student Days)

## November
- 6th - PT Conferences
- 13th - Conference Exchange Day - No School
- 21st - Thanksgiving Break

## December
- 14th - Two-Hour Delay
- 22nd - Jan 4th - Christmas Break

## January
- 7th - Classes Resume
- 18th - End of 2nd Nine Weeks (45 Student Days)
- MLK Day - No School

## February
- 14th - PT Conferences
- 15th - Conference Exchange Day - No School
- 19th - President's Day

## March
- 15th - Two-Hour Delay
- 22nd - End of 3rd Nine Weeks (42 Student Days)

## April
- 18th - 22nd - Spring Break
- 23rd - Resume Classes

## May
- 26th - Graduation Day
- 27th - Memorial Day - No School
- 31st - Last Teacher Day/Work Day

## June
- 1st - Last Teacher Day/Work Day

## July
- 1st - Last Teacher Day/Work Day

---

**Student Days**: 177

**Conference Days**: 2

**Teacher In-Service Days**: 2

**Professional Development**: 1

NOTE: Any Mandatory "Make Up" days will be added after May 30, 2019. (For example May 31, June 3, 4, 5, etc.) A teacher work day will then be added after final day of make up. (Calendar Revised 3/19/2018)
# Bell Schedules

<table>
<thead>
<tr>
<th>Regular Bell Schedule</th>
<th>2 Hour Delay Schedule</th>
<th>Pep Rally Schedule</th>
<th>PM Assembly Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 1</td>
<td>Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>7:50 - 8:40</td>
<td>9:50 - 10:20</td>
<td>7:50 - 8:35</td>
<td>7:50 - 8:30</td>
</tr>
<tr>
<td>Period 2</td>
<td>Period 2</td>
<td>Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>8:44 - 9:34</td>
<td>10:24 - 10:54</td>
<td>8:40 - 9:27</td>
<td>8:34 - 9:14</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 3</td>
<td>Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>Period 4</td>
<td>Period 5A</td>
<td>Period 4</td>
<td>Period 4</td>
</tr>
<tr>
<td>Period 5A</td>
<td>Period 5B</td>
<td>Period 5A</td>
<td>Period 5A</td>
</tr>
<tr>
<td>Period 5B</td>
<td>Period 5C</td>
<td>Period 5B</td>
<td>Period 5B</td>
</tr>
<tr>
<td>Period 5C</td>
<td>Period 4</td>
<td>Period 5C</td>
<td>Period 5C</td>
</tr>
<tr>
<td>12:26 - 12:56</td>
<td>1:06 - 1:36</td>
<td>12:12 - 12:42</td>
<td>11:46 - 12:16</td>
</tr>
<tr>
<td>Period 6</td>
<td>Period 6</td>
<td>Period 6</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:00 - 1:50</td>
<td>1:40 - 2:10</td>
<td>12:46 - 1:31</td>
<td>12:20 - 1:01</td>
</tr>
<tr>
<td>Period 7</td>
<td>Period 7</td>
<td>Period 7</td>
<td>Period 7</td>
</tr>
<tr>
<td>1:54 - 2:44</td>
<td>2:14 - 2:44</td>
<td>1:35 - 2:20</td>
<td>1:05 - 1:45</td>
</tr>
</tbody>
</table>

**Assembly:**
- 1:45 - 2:44
POLICY ON GRADES

The purpose of assigning grades is to communicate student progress and levels of mastery of academic content standards. The method of classroom grading is criterion-referenced based on a student’s demonstrated achievement of predetermined standards. Teachers in grades 7-12 shall calculate grades using percentages. Each 9-week grade will be calculated as a percentage then converted to a letter grade according to the aforementioned scale:

**GRADES WILL BE ASSIGNED ACCORDING TO THE FOLLOWING SCALE:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>(Excellent)</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
<td>(Above Average)</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
<td>(Average)</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
<td>(Below Average)</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59</td>
<td>(Failing)</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**GRADE VALUES AND RANGES**

For the purpose of calculating Grade Point Averages the following values will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

When averaged, the following range applies:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.50 – 4.00</td>
</tr>
<tr>
<td>B</td>
<td>2.50 – 3.49</td>
</tr>
<tr>
<td>C</td>
<td>1.50 – 2.49</td>
</tr>
<tr>
<td>D</td>
<td>0.50 – 1.49</td>
</tr>
<tr>
<td>F</td>
<td>0.00 – 0.49</td>
</tr>
</tbody>
</table>

**GRADES 7-8**

1\textsuperscript{st} Semester grades are calculated by averaging the 1\textsuperscript{st} and 2\textsuperscript{nd} nine week percentage grades.  
2\textsuperscript{nd} Semester grades are calculated by averaging the 3\textsuperscript{rd} and 4\textsuperscript{th} nine week percentage grades. The final grade is calculated by averaging the two semester percentage grades.

**GRADES 9–12**

**SEMESTER AND FINAL GRADES ARE CALCULATED WITH THE FOLLOWING FORMULA:**

45% of first 9 week percentage plus 45% of second 9 week percentage plus 10% of semester exam percentage. The process is the same for second semester using the 3\textsuperscript{rd} and 4\textsuperscript{th} nine week and semester exam percentages. Final grades are calculated by averaging the two semester percentage grades. Those students who meet the requirements of the voucher incentive program or who have an “A” average after the first or second semester, are exempt from taking the exam and their score will be the average of the two nine week periods.
Voucher Incentive Program - Full Year Courses

The following criterion applies to all grade levels:

Students with a grade of “A” will automatically be exempt from the midterm & final exams.

Any unexcused absence will result in ineligibility for vouchers.

Absences resulting from funerals, injuries developed from school related activities, or long term illnesses (verified via M.D. excuse), will not be counted when determining vouchers.

Students must have a grade of “C” or higher in the course to use a voucher.

Any behavior referrals must be for minor offences to be eligible for vouchers.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>4 Vouchers</th>
<th>3 Vouchers</th>
<th>2 Vouchers</th>
<th>1 Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>0-2 days of excused absences.</td>
<td>3-4 Days of excused absences.</td>
<td>5-6 Days of excused absences.</td>
<td>7-8 Days of excused absences.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt; 2 behavior referrals.</td>
<td>&lt; 3 behavior referrals.</td>
<td>&lt; 3 behavior referrals.</td>
</tr>
<tr>
<td>Junior</td>
<td>0-2 Days of excused absences.</td>
<td>3-4 Days of excused absences.</td>
<td>5-6 Days of excused absences.</td>
<td>7-8 Days of excused absences.</td>
</tr>
<tr>
<td></td>
<td>No behavior referrals.</td>
<td>&lt; 2 behavior referrals.</td>
<td>&lt; 3 behavior referrals.</td>
<td>&lt; 3 behavior referrals.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>N/A</td>
<td>0-2 Days of excused absences.</td>
<td>3-4 Days of excused absences.</td>
<td>5-6 Days of excused absences.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No behavior referrals</td>
<td>&lt; 2 behavior referrals</td>
<td>&lt; 3 behavior referrals</td>
</tr>
<tr>
<td>Freshman</td>
<td>N/A</td>
<td>0-2 Days of excused absences.</td>
<td>3-4 Days of excused absences.</td>
<td>5-6 Days of excused absences.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No behavior referrals</td>
<td>&lt; 2 behavior referrals</td>
<td>&lt; 2 behavior referrals</td>
</tr>
</tbody>
</table>
VOUCHER INCENTIVE PROGRAM FOR SEMESTER COURSES

The following criterion applies to all grade levels:

Students with a grade of “A” will automatically be exempt from the midterm & final exams.

Any unexcused absence will result in ineligibility for vouchers.

Absences resulting from funerals, injuries developed from school related activities, or long term illnesses (verified via M.D. excuse), will not be counted when determining vouchers.

Students must have a grade of “C” or higher in the course to use a voucher.

Any behavior referrals must be for minor offences to be eligible for vouchers.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>4 Vouchers</th>
<th>3 Vouchers</th>
<th>2 Vouchers</th>
<th>1 Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>0-2 incidents of excused tardies.</td>
<td>3-4 incidents of excused tardies.</td>
<td>5-6 incidents of excused tardies.</td>
<td>7-8 incidents of excused tardies.</td>
</tr>
<tr>
<td>Junior</td>
<td>0-2 incidents of excused tardies.</td>
<td>3-4 incidents of excused tardies.</td>
<td>5-6 incidents of excused tardies.</td>
<td>7-8 incidents of excused tardies.</td>
</tr>
<tr>
<td>Sophomore</td>
<td>N/A</td>
<td>0-2 incidents of excused tardies.</td>
<td>3-4 incidents of excused tardies.</td>
<td>5-6 incidents of excused tardies.</td>
</tr>
<tr>
<td>Freshman</td>
<td>N/A</td>
<td>0-2 incidents of excused tardies.</td>
<td>3-4 incidents of excused tardies.</td>
<td>5-6 incidents of excused tardies.</td>
</tr>
</tbody>
</table>
INCOMPLETES

If due to mitigating circumstances, a student receives an “I” for a 9 week, semester or final grade, the work must be completed within two weeks following the end of the grading period. If the work is not submitted, the incomplete grades will be recorded as zero and the grade will be averaged accordingly. In grades 7 – 12 where nine week percentages are used to calculate semester and final averages, a student who receives a failing percentage for the nine week/semester grade shall receive a percentage recorded (nine week or semester) lower than 54% if academic integrity has been achieved or there are mitigating circumstances that prevent a student from achieving a grade above the level of failing. If the failing grade is the result of a lack of effort the percentage that has been earned will be awarded.

NON-TRADITIONAL INSTRUCTIONAL DELIVERY - QTA/OPTIONS

Students enrolled in Quaker Tech classes, After-school Options classes, Home Instruction, or Independent Study classes or students who wish to exercise the Credit Flexibility option, will be on a one-week grading period (as distinct from the nine-week grading period for all students who receive instruction in SHS classrooms during the 7:50 a.m. – 2:44 p.m. school day. NB SHS students may participate in a hybrid of the regular school day as well as any of the aforementioned non-traditional programs.) A student may exercise the one-week grading period option only four times per academic year. Official grades will be reported to SHS students in non-traditional instructional delivery programs by their teachers directly. Official grades will subsequently be recorded on students’ official transcripts.

SENIOR HIGH HONOR ROLL

In order for a student to earn a position of honor status he/she must meet the following two criteria:

A grade point average of 3.0 or above for a nine-week grading period.

A minimum of 5.0 credits each semester and no grade lower than a C.

CREDIT FLEX OPTION

Students can receive credit for showing mastery of a subject/course through the Credit Flex option. If a student attempts to “flex” out of a course, the application must be completed prior to March 1st (for May testing) and November 1st (for January testing.) Students electing to participate in this program may pick up an application from their counselor. The grade earned on the test will be the final grade for the course. This grade will be recorded on the official transcript and calculated in the final GPA.
GENERAL SCHOOL POLICY & IMPORTANT INFORMATION

CLOSING SCHOOL IN EMERGENCIES
Occasionally it is necessary to close school due to severe weather conditions. Should this occur, DO NOT call the school, the School Superintendent or the radio station. Announcements will be made on radio stations WSOM, WQXK, and WKBN as well as the Salem Cable station and website www.salem.k12.oh.us.

HOMEWORK POLICY
Homework has value and it should be viewed from a quality-versus-quantity standpoint. Homework assignments are designed to reinforce material presented at school, to help students learn to work independently, and to arrange their time, to encourage students to develop effective study skills and to develop self-discipline as they accept responsibility for completing assigned work. It is the teacher’s responsibility to assign homework which is clear, concise and within the student’s ability range. Assignments should be systematically planned and clearly explained to assure maximum value. Homework is the responsibility of the teacher, students and parent(s). Students will be required to make up work within a 48-hour period following an excused absence.

STUDENT RECORDS
Any parent or legal guardian has the right to inspect and review all official records for his/her child contained in the school’s official cumulative record folder upon written request to the administrator in charge. Parents and/or legal guardian must make an appointment within five days of the written request to review the student’s records. Students eighteen (18) years of age or older have the same privilege stated above. Stepparents have no rights to records, reports or conferences unless the custodial parent confers this right on them. NOTE: Salem School Board Policy #8330 mandates procedures regarding student records.

LOCKERS/SEARCH & SEIZURE
We acknowledge the need for storage of student possessions and shall provide lockers for that purpose. Such spaces remain the property of the Board and, in accordance with the law, may be the subject of random search. It is the student’s responsibility to see that his/her locker is kept locked and in order at all times. Students are not permitted to share lockers or use a locker that is not assigned to them.

CARE OF BOOKS//CHROMEBOOKS
Each student has a responsibility to take proper care of textbooks, Chromebooks and library books loaned to them for their use. If a book is lost, it must be paid for; if it is damaged, the cost of repair will be charged to the student. The proper care of the tools for getting an education, whatever these might be, comes first to the serious student. Books and Chromebooks are two of the main tools used by the student.
PERSONAL PROPERTY

Personal items (cameras, cell phones, electronic devices, lunch, musical instruments, etc.) brought to school are the responsibility of the student. The school district does not carry insurance on students’ personal property. Therefore, safe-keeping of personal items at school is the responsibility of the student. Lost items will not be replaced by the school.

LOST AND FOUND

Please check the lost and found station located in the cafeteria. If you are not successful in your search, please notify the office.

LEAVING THE BUILDING

Students are not permitted to leave the building at any time during the day, including lunch periods. If students must leave the building because of illness or any other emergency, they must have permission from the principal’s office via a phone call from a parent/guardian and they must sign out at the main office.

CELL PHONE/HEAD PHONE USAGE

Students are permitted to have cell phone in their possession and may use them prior to school, during lunch after school and in-between class periods. In addition, at the discretion of the teacher, students may use their cell phone while in study halls. Due to safety concerns, headphones/earbuds are not permitted to be used in the hallways.

ACCIDENTS

All injuries or accidents, however slight, must be reported to the teacher, bus driver, principal or whoever is in charge. Where first aid is required, teachers trained in first aid will be called to render care. In case of serious accident or injury, the school will follow the procedure the parent indicates on the Emergency Procedure Form, which is filled out early in the school year.

HEALTH SERVICES

School nurses will be on a rotation schedule throughout the district. If illness or injury occurs, parent/guardian will be notified immediately. It is extremely important that all parents/guardians complete and have on file the emergency Medical form in the high school principal’s office. Medicine, including aspirin, cannot be administered by the school. Students who need to take prescribed medication must have a note signed by the physician and parent before medication can be brought to school. The medication, in the original container, and note will be left in the main office. All medical documentation and updated shot records are must be filed with the school by October 15th of each year or students will not be permitted to attend school until the requirements are met.
CHILD ABUSE REPORTING

By law (Ohio Revised Code 2151.421) we are required to report all cases of reported or suspected child abuse or neglect to the proper authorities without notifying the parent. The authorities have the right to interview children at school. (They will then contact the parents.) School personnel are legally held harmless for reporting suspected cases that prove unfounded.

DANGEROUS WEAPONS

The definition of a “firearm” is the same as that provided in the Federal Gun-Free Schools Act of 1994, 20USC8001(A)(2). The definition of “firearm” is both broad and specific. The following devices are included in the definition of firearm and would invoke the one-year expulsion provisions of the law:

1. Any weapon (including a starters gun) which will or which is designed to or which may readily be converted to expel a projectile by the action of an explosive (including the frame or receiver of any such weapon) and any firearm muffler or silencer or any destructive device.
2. The term “destructive device” means any explosive, incendiary, or poison gas:
3. Any instrument that is used or intended to be used to cause harm to an individual
4.

VISITOR INFORMATION/SECURITY

All visitors must report to the school office. In no case is any visitor to go directly to any location in the building except the office. Parents/visitors must sign-in and receive a visitor’s pass. People not wearing such a pass will be brought to the office by teachers, custodians, or other school personnel. All doors to the building will be locked after students have arrived for school. Visitors to the building must ring the doorbell at the 6th street or cafeteria entrance to be admitted. All exterior doors will be kept locked and can be opened from the inside if needed. Be advised that Salem Junior/Senior High School will be using video cameras to monitor building and student behavior to insure the health, welfare, and safety of our students and staff. The videotapes are student records subject to board policy and may be used as evidence in student disciplinary proceedings. If you are dropping off lunches, sports equipment, or any other items that you wish your child to have during the school day, all material must be brought to the main office using the 6th Street entrance. Students are not permitted to meet parents in the back or front parking lots during the school day.

EMERGENCY DRILLS

Fire, tornado, and lockdown drills are held periodically throughout the school year. Emergency information sheets are posted in each room in the school so the can be easily referred to by teachers, students and visitors. When the fire alarm rings, all students and staff must leave the building quickly and quietly. Classroom lights should be turned off, windows closed and the door closed by the last person leaving the room. Each class is to follow the emergency evacuation plan posted in their classroom and walk to their designated area outside of the building. Once there, each class waits without talking until attendance is taken by the classroom teacher and the all-clear signal has been given.
EIGHTEEN (18) YEAR OLD STATUS

Eighteen year old students will be treated the same as all other students. They are expected to conform to all school rules and regulations. Failure to conform could result in counseling, suspension, expulsion, or exercising the option to leave school.

If a student has reached the age of 18 years and is not complying with our attendance policy, receiving failing marks in the majority of classes, and not making a reasonable attempt to change, the student will be withdrawn from Salem City Schools. This will be done with or without the consent of the student in question. Before this action is taken, the student and parent will receive a letter requesting a conference in an attempt to rectify the situation. If this letter is not acted upon within a two week period, automatic withdrawal from the Salem City Schools will take place. We reserve the right to deny entrance to 18 year old students attempting to enroll during their junior or senior years. This decision will be made on an individual basis on the information that is provided.

VEHICLES

In order for a student to be eligible to park a vehicle on school property, they must apply for and display a parking pass. In addition, students are not permitted to sit in or on cars before, during, or after school hours. Students are not to park in teacher designated areas. Any vehicle brought onto District premises by a student may be searched when the principal has reasonable suspicion to justify the search.

BEHAVIORAL GUIDELINES FOR DANCES AND EXTRACURRICULAR ACTIVITIES

We expect the behavior of our students at extracurricular activities to be of the highest caliber. Students must be in school a half-day or have an acceptable excuse, on that day, in order to attend extracurricular activities. Inappropriate behavior may lead to denying one the privilege of attending dances and extracurricular activities for the remainder of the school year. Athletes that do not attend school for at least 1/2 of the school day are not permitted to practice or play on the day in question.

1st PERIOD OPTION

Seniors may have a first period option. These students must report before the start of 2nd period to the cafeteria. To exercise the option period, students must meet the following criteria prior to scheduling of classes their senior year:

2.2 grade point average or higher must be attained.
End of Course Testing and graduation requirements must be on track.
Fewer than ten absences/tardies/lateness to school from the previous year.
Must be in good standing in terms of discipline referrals to the office.
The administration will have the final approval for students seeking a first period option.
VACATIONS DURING THE SCHOOL YEAR/COLLEGE VISITATIONS FOR JUNIORS/SENIORS:

A student going on vacation who will miss school days should know that only trips pre-approved by an administrator and taken with parents are considered excused absences. College visitations are counted as an excused absence. Each junior and senior is permitted three per school year. We prefer such visits to take place over the weekend or after school hours if possible. The visit must be pre-approved by a High School administrator and pre-arranged with the college and shall include an interview with admissions counselor and tour of the campus. Documented verification from the college is to be presented upon return to school. All excused absences will be counted toward the total number of days missed for semester and year-end attendance.

PHYSICAL EDUCATION WAIVER

A student who has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons shall be “exempt” from the high school physical education requirement as a condition to graduate. PE Credit is not awarded, no grade is given, and this waiver will not count towards the 21 credits required for graduation. An additional ½ credit must be completed in another course of study to make up for this requirement. This exemption is effective beginning in the 2010-2011 school year and is not retroactive.

For Physical Education, what is the impact of being “cut” or quitting?

The statute requires participation “for at least two full seasons.” The season during which a student was “cut” or quit the activity could not be used to meet the two-season requirement.

If a student participates in only one full season of an approved activity, can the student be excused from .25 units of Physical Education and thus have to take only .25 units of Physical Education to complete his or her Physical Education requirement? No. The statute requires participation for at least two full seasons. There is no provision under the law that would permit any type of partial excuse.

CLUBS AND ACTIVITIES

<table>
<thead>
<tr>
<th>BAND</th>
<th>CHOIR</th>
<th>HERO CLUB</th>
<th>GERMAN CLUB</th>
<th>SPANISH CLUB</th>
<th>KEY CLUB</th>
<th>INTERACT CLUB</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR BOOK</td>
<td>THEATRE PRODUCTION</td>
<td>ACADEMIC CHALLENGE</td>
<td>PROJECT SUPPORT</td>
<td>STUDENT COUNCIL</td>
<td>NATION HONOR SOCIETY</td>
<td>TACT</td>
</tr>
<tr>
<td>COMPUTER CLUB</td>
<td>PEP CLUB</td>
<td>JOURNALISM</td>
<td>NATIONAL ART HONOR SOCIETY</td>
<td>ART CLUB</td>
<td>POETRY CLUB</td>
<td>THE INTENSE WRITING CLUB</td>
</tr>
</tbody>
</table>
The Salem Board of Education believes that interscholastic athletics can be an important aspect of a student’s overall educational experience. The Board believes that the experiences gained while involved in interscholastic athletics can have a lifelong impact.

Participation in extracurricular activities is a privilege, not a right. Students volunteer to participate in the extracurricular activities offered and are expected to accept the responsibilities granted them by this privilege. In return, the Board of Education seeks to provide in this Athletic Code of Conduct a clear set of expectations and guidelines that will be fairly and uniformly enforced.

**ELIGIBILITY**

1. **OHSAA Requirements:**

   A. **Grades 9-12:** A student athlete must be currently enrolled in a member school and have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately proceeding grading period. The eligibility or ineligibility of a student begins immediately once all grades are submitted to the Principal’s office.

   B. **Grades 7-8:** A student athlete must be currently enrolled in a member school and have received passing grades in 5 of those subjects carried the preceding grading period in which the student was enrolled.

   C. Summer school and other educational options may not be used to substitute for failure to meet academic standards during the last grading period of the school year.

   D. A student participating in Quaker Tech or that is home schooled, must take a minimum of one class in the building. The student must also adhere to either (a.) or (b.) as stated above depending upon grade level.

   E. Students participating in Post-Secondary Educational Option (PSEO) must check with the Athletic Director at the beginning of each grading period to make sure enough credits are being taken.

2. **Salem City Schools Requirments (Grades 7-12 BOE policy 2431)**

   A. A student must maintain at least a 2.0 scholastic grade point average prior to the grading period in which he/she wishes to participate.
B. A student who does not possess the minimum grade point average but otherwise meets the OHSAA participation and eligibility standards is a candidate for “Conditional Eligibility” with the following stipulations:

1. The student athlete will be required to attend a minimum of two hours per week of study assistance to a maximum of four hours per week as determined the Principal or Athletic Director.
2. The student athlete must complete all assignments in each class to receive a passing mark for the week in each class.
3. The student must maintain a weekly minimum grade point average of a 2.0 to be eligible for that week.

C. Eligibility for all student athletes who are placed on Conditional Eligibility will be on a week to week basis. The Athletic Director shall monitor and be responsible for determining the eligibility of the student athlete and shall report to the head coach on the following Monday.

**GENERAL REGULATIONS (For all students Grades 7-12)**

The Salem City School District believes that, due to their high visibility, student athletes have a strong influence on members of the student body as well as the community. Their conduct, while representing a team, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the athletic program and the standards of the school. In addition to following this athletic code, student athletes are reminded that they are responsible for strict adherence to all provisions of the Student Handbook.

Comply with all eligibility requirements of the Salem City Schools and any governing agency, such as the Ohio High School Athletic Association (OHSAA) including but not exclusive to those requirements pertaining to age, scholarship, residency, and attendance. (See OHSAA.org for further information)

All athletic activities require a Physical Examination, Proof of Insurance form, an Emergency Medical Authorization form (EMA), OHSAA Authorization form, and a signed copy of receipt of the Code of Conduct form. All of these items must be on file in the Athletic Department prior to the first day of practice. A student will be excluded from practice until all required information is submitted to the Athletic Director.

Each coach or advisor shall develop a set of rules and regulations specific to his/her activity. Compliance with these rules and their enforcement shall be handled by the coach or advisor. These rules and regulations as well as the Athletic Code of Conduct will be applied in a fair and even-handed manner. A copy of these rules shall be presented to and announced orally to each participant at or near the first day of practice and a copy will be placed in the Athletic Director’s office. (Examples: curfew, failure to attend practice, personal conduct, personal appearance, etc.)
Any student athlete who is arrested on any charge, no matter what the offense, must report the matter to his or her coach within three (3) school days. When or if released from police custody, the student athlete shall be subject to, at the minimum, denial of participation in the next contest. When criminal misconduct occurs or is alleged to have occurred within the public domain, legal proceedings are pending, or if the alleged crime is of a severe nature (for example, theft, assault, damage to property, and possession of dangerous weapons or controlled substances), the Administration may impose disciplinary action if the charges are substantiated.

A student athlete whose name is reported to an administrator, directly or indirectly (through law enforcement officers, police reports, notes, other records, student and/or citizen reports, etc.), for conduct that violates this Code shall be subject to an investigation, which shall include an interview with the student athlete, and appropriate consequences. The standard applied to an investigation of this nature is whether the information provided to the Athletic Director is considered reliable.

Participants are required to attend school for at least ½ a day in order to practice or participate in an athletic contest. Half a day is defined as arriving to school before the end of 4th period or leaving school after the completion of 4th period, absent an emergency or an otherwise extraordinary situation. Attendance on Friday carries over to weekend events. This means that, absent an emergency or an otherwise extraordinary situation, if a student athlete is not in school for the required ½ day on Friday, he/she is not eligible to participate in a Saturday contest.

Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from fund raising projects, must be paid prior to participation in any present or future athletic activity. This also includes the returning of all equipment from a previous sport in which the student athlete participated. If equipment and/or uniforms are not turned in at the end of an athletic season the student athlete will be charged fair replacement value which must be paid prior to participation in a new sport.

In the event that school is cancelled, all Salem Junior High School activities are also cancelled. At the high school level, no practices shall be held before 1:00 p.m. and then only with the approval of the Superintendent. The Superintendent and Athletic Director shall determine if any scheduled contest will be played or rescheduled.

No student shall plan, encourage, or engage in any hazing/bullying. Hazing/bullying is defined as any written, verbal, graphic or physical act a student has exhibited toward another student that causes or is likely to cause mental or physical harm to the student and is sufficiently severe, persistent or pervasive, that it creates an intimidating, threatening or abusive educational/athletic environment. Hazing/bullying includes any aggressive behavior and/or inappropriate conduct that is serious enough to negatively impact a student’s educational, physical, or emotional well-being. Aggressive behavior can include stalking, intimidating, menacing, coercion, name-calling, taunting or threats.

The administration will address substantiated misconduct related to hazing/bullying with consequences that are swift and severe.
Student athletes who wish to participate in two sports during the same season shall be required to meet with
the head coaches of each sport and the Athletic Director, along with the parents of the student athlete. This
meeting must take place prior to the first day of official practices. The student athlete must establish his/her
primary sport at the meeting and establish how scheduling conflicts will be addressed, as provided by Board
Policy.

DRUGS, ALCOHOL, TOBACCO AND WEAPONS

All student athletes must abide by the Code of Student Conduct and the Athletic Code of Conduct. The provi-
sions of the Athletic Code of Conduct are applicable three hundred sixty-five (365) days per year and twenty-
four (24) hours per day. The provisions apply to conduct on or off school property. Infractions that occur at
the Junior High School will not be carried over to or form the basis of enhanced consequences at the High
School.

An student athlete who violates the Athletic Code of Conduct may be subject to consequences for a prior
offense at a future date, whenever the offense is discovered by the Administration. The student athlete may
also be disqualified from participation in the sport in which he/she is currently participating even if the
offense occurred during a previous sport season.

As part of the District’s substance abuse prevention efforts, drug testing, based upon reasonable suspicion,
will be required of all students participating in after school activities, grades 7-12 in order to:

1. Provide for student health and safety;
2. Undermine the effects of peer pressure;
3. Encourage participation in treatment programs, at parent expense, for student athletes with a substance
   abuse problem.
4. Any student athlete who refuses to submit to a drug and/or alcohol test, upon request, will be treated as
   though he/she failed the test and/or was in violation of Section 2, Use of Illegal Drugs and/or Alcohol, below.

No student athlete will be penalized academically for testing positive for illegal or performance-enhancing
drugs. Test results will not be documented in any student’s educational records. Information regarding the
results of drug tests will not be disclosed to criminal or juvenile authorities absent a valid and binding sub-
poena or other legal process, which the District will not solicit. In the event of a subpoena or other legal pro-
cess, the District will notify the student’s parents at least seventy-two (72) hours prior to releasing infor-
mation.

The cost of student drug testing will be shared as follows:

Parents will be responsible for the cost of a drug test if the results are positive.
The District will pay the cost of a drug test when the results are negative. Prohibited conduct under this Athletic Code of Conduct and potential consequences include but are not limited to the following:

1. **Sale/Distribution of Illegal Substances/Possession of a Dangerous Weapon (year round policy)**

   First Offense: Dismissal from athletic team(s) for one (1) calendar year from the date of the infraction concurrent with expulsion from school as is required under the Code of Student Conduct.

   Second Offense: Forfeiture of eligibility to participate in all Salem City Schools athletics for the remainder of the student’s school career.

2. **Use of Illegal Drugs and/or Alcohol**

   First Offense: A student athlete may be denied participation in one (1) or more athletic contests; be required to complete ten (10) or more hours of community service as assigned and/or approved by the High School Administration; and/or be required to consent to participate in and complete a drug/alcohol assessment and rehabilitation program.

   Second Offense: A student athlete may be denied participation in all athletics for one (1) calendar year.

   Third Offense: A student athlete may forfeit eligibility to participate in all Salem City Schools athletics for the remainder of the student’s school career.

3. **Smoking/Use of Tobacco/Vaping**

   First Offense: Student athletes will not be permitted to attend practice for 3 days. If this should result in a lack of playing time, so be it.

   Second Offense: A student athlete will be denied participation in the amount of contests that is deemed appropriate by the Athletic Director in conjunction with the input of sport coaches.

   Third Offense: A student athlete shall be denied participation in all athletics for one (1) calendar year.

Please note that these rules apply to the student athlete’s main sport. Hence, a student athlete may not circumnavigate the system by participating in a new sport to avoid loss of playing time. To wit; If a student athlete is caught not following this policy and the result is a loss of playing time for the following sport season, they will not be permitted to avoid the suspension by participating in, and then quitting, a sport that occurs earlier in the year.

The above rules are guidelines. The Athletic Department, Administration, and the Salem Board of Education reserve the right to amend or deviate from the guidelines as they deem appropriate.
This student handbook is printed so students will have a clear understanding of the rules and regulations they are expected to follow. Specific infractions of the discipline code are covered and penalties for each infraction indicated. **This document is in no way meant to be all inclusive.**

The purpose of this code is to provide guidelines and procedures governing student conduct and discipline in the Salem City Schools. This code has been adopted in compliance with the intent and procedures mandated by Ohio H.B. 421 to insure fair and equitable handling of suspension, expulsion, and removal cases. The types of misconduct for which a pupil may be suspended, expelled, or removed from school are enumerated. Students in the school system have the responsibility to act in such a way that does not interfere with the rights or the education opportunity afforded to all students.

Not all acts of misconduct can be listed. Misconduct will result in disciplinary action that could come in the form of detention, Saturday School, suspension, expulsion, and removal from school. Areas that can be used as general guidelines for defining misconduct are:

A. Damage and/or vandalism to public or private property including buildings, grounds, buses, premises, and property.

B. Theft of public school property and/or theft of private property at curricular or extra-curricular functions or at locations unrelated to the school if a school employee is affected.

C. Assault, threats, intimidation, harassment, bullying or causing or attempting to cause physical injury or harm to any student, teacher, or any other person or disruption of the educational process. (Assaults or threats directed toward school employees, even when not occurring on school property or at a school event, are punishable under Ohio law.)

D. Possession, transmission, or use of any object or instrument that can be considered a weapon capable of inflicting bodily harm or violence, including fireworks and explosives.

E. The use of profane, indecent, obscene, or disrespectful language, verbal or written, including the use of obscene gestures, signs, pictures, or any publications toward or in description of any student, teacher, or any other person.

F. Insubordination or failure to comply promptly with the directions of teachers, student teachers, aides, bus drivers, Principals, or other school personnel in a position of authority and/or responsibility at both curricular and extra-curricular activities. Teachers are authorized to make rules that apply to their classes, study halls, and extra-curricular activities under their jurisdiction.

G. Gambling/card playing on school premises.

H. Smoking, possession, the use of tobacco in any form (snuff included), E-cigarettes, vapor cigarettes, and lighters/matches are prohibited in school buildings, on school grounds, school buses, and at any school sponsored activity.
I. Possession, consumption, transmission, sale, concealment, and solicitation of others in the use of alcoholic beverages, drugs of abuse, controlled substances, unauthorized drugs or substances purported to be such and instruments or paraphernalia for their use. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, cocaine, and other substances that could modify behavior. Unauthorized drugs are those prescription drugs which are not authorized by medical prescription from a licensed physician for the individual consuming them.

J. Loitering at any time on school grounds, in buildings, in automobiles, on school property, or adjacent properties.

K. Failure to comply with the Grooming and Dress Policy.

**DISCIPLINE**

Students are expected to obey school rules and the directions of teachers and other school staff. Most discipline problems will be handled directly by the classroom teacher. However, a pupil who presents a major problem will be referred to the Assistant Principal/Principal. Discipline may take the form of detention, restriction of privileges, a parent conference, Saturday school, suspension from class or school or expulsion from school in severe cases. Salem City Schools implement a Positive Behavior Interventions and Supports plan to help student manage their behavior.

**A.M. DETENTION (7:15 - 7:45 A.M.)**

School Board policy states that detention shall be held for 30 minutes. Detention is to be served on consecutive days; it may be served on the same day issued, but not later than the day after receiving detention. If a student refuses or fails to serve assigned detention, he/she will face 3 days suspension or Saturday session. If a student cannot take detention, he/she must inform the Assistant Principal before he/she is due to serve. Any student not following the guidelines established for attending detention will lose credit for the detention and appropriate disciplinary action will follow.

**SATURDAY DETENTION (7:00 - 10:00 A.M)**

Saturday morning detentions are to be served on the date which they are assigned. Not attending Saturday school results in 3 days of in-school-suspension. When mitigating circumstances arise, Saturday school may be rescheduled before the assigned date.

**IN-SCHOOL SUSPENSION**

In-school Suspension will not exceed 10 school days. Students assigned to In-school Suspension will report directly to the In-School Suspension room. Students will be responsible for completing all assigned work. Students are not permitted to talk or sleep. Lunch will be eaten in the In-school Suspension room. Failure to abide by the rules will result in additional disciplinary action. **Students serving In-school Suspension may practice and/or participate in extra-curricular programs during the term of the suspension.**
OUT OF SCHOOL SUSPENSION

The Superintendent, Principal, Associate Principal, or Assistant Principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 days. The guidelines listed below will be followed for all suspensions, including those of in-school suspension:

A. The student will be informed in writing of the reasons for the potential suspension.
B. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain their actions.
C. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
D. Within 24 hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
E. Notice of this suspension will be sent to the Superintendent, the Treasurer, and the Student’s school record (not for inclusion in the permanent record).
F. If the offense is one for which a school district may seek Permanent Exclusion, then the notice will contain that information.
G. Due process procedures, outlined above, do not include “in-school” suspensions. Salem students under out of school suspension are not permitted to be on Salem City Schools property or to take part in or attend curricular or extracurricular activities.
H. Students will be permitted to make-up assignments or assessments while under suspension.

APPEAL PROCEDURE FOR SUSPENSION

Should a student who is 18 or older or a student’s parent(s) or guardian(s) choose to appeal the suspension, he must do so within 5 days of the notice of suspension. The procedure to pursue such appeal will be governed by board policy. During the appeal, the student will not be permitted to attend school.

EXPULSION

To be “expelled” means to be barred from attending school classes, activities and from being on school property during the time of the expulsion. Expulsion may be recommended for students suspended on more than 3 separate occasions or for any serious infraction of the Code of Conduct. The following procedural safeguards will be adhered to.

A. Only the Superintendent (or his designee during extended absence of the Superintendent) may expel.
B. The period of expulsion cannot exceed 80 school days, except in the case of violation of the board’s dangerous weapons policy or bomb threats when a one (1) calendar year expulsion may be imposed.
C. The Superintendent or his designee must give the pupil and his/her parents written notice of the intention and reason to expel the student. The pupil and parent or representative have the opportunity to appear on request before the Superintendent or his designee to challenge the action or to otherwise explain the pupil's actions. The administrator cannot compel such hearing in the event the pupil and parent choose not to have a hearing.

D. The notice is to state the time and place to appear which must not be less than three days, or later than five days after the notice is given.

E. If the Superintendent grants an extension of time, he will notify all parties of the time and place.

F. The Superintendent will notify the parent and the Treasurer in writing within 24 hours.

**APPEAL PROCEDURE FOR EXPULSION**

A. A pupil or his/her parents may appeal the expulsion by the Superintendent to the Board. Such pupil or his/her parents may be represented and shall be granted a hearing before the Board of Education.

B. A verbatim (word for word) record is required.

C. No particular procedure for the hearing to follow is required.

D. Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in "public" session.

E. The decision of the Board is further appealable to the Court of Common Pleas.

**REMOVAL OF A DANGEROUS STUDENT**

If a pupil's presence at a school sponsored event poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or school function, the Superintendent, Principal, or Assistant Principal may remove the student from the premises. In addition, a teacher may remove a student from curricular or extra-curricular activities under his/her supervision.

**RESPECT FOR SCHOOL EMPLOYEES**

The Board of Education believes strongly that students should at all times display good standards of decent behavior and respect those individuals who are employed by the Board of Education. Students should also respect the property and the rights of school employees. If a student, at any time, demonstrates a disrespect for the property of person of a school employee, consequences consistent with the code of conduct will be adhered to.
CONSEQUENCES OF MISBEHAVIOR

The following chart is not all-inclusive but rather a guideline for determining the appropriate consequence for an unwanted behavior. The administration reserves the right to administer the appropriate action according to individual incidents that occur.

<table>
<thead>
<tr>
<th>INFRACTION</th>
<th>CONSEQUENCE</th>
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<tbody>
<tr>
<td>Harassment/Assault or threat of assault against a school employee/peer.</td>
<td>10 Days out-of-school suspension/expulsion</td>
</tr>
<tr>
<td>Physically fighting - regardless who starts it.</td>
<td>5-10 days suspension</td>
</tr>
<tr>
<td>Any act of violence toward another student in a quarrelsome manner.</td>
<td>1-10 days suspension</td>
</tr>
<tr>
<td>Inducing a panic</td>
<td>10 Days out-of-school suspension/expulsion</td>
</tr>
<tr>
<td>Foul or inappropriate language directed at an employee/peer.</td>
<td>5-10 days suspension</td>
</tr>
<tr>
<td>Making a vulgar or obscene gesture toward a school employee/peer.</td>
<td>5-10 days suspension</td>
</tr>
<tr>
<td>Flagrant disrespect towards an employee/peer.</td>
<td>5-10 days suspension</td>
</tr>
<tr>
<td>Repeated violations of the school code of conduct.</td>
<td>5-10 days suspension</td>
</tr>
<tr>
<td>Three suspension in one school year.</td>
<td>10 Days out-of-school suspension/expulsion</td>
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<tr>
<td>Possession, handling, transmission, or concealment of a weapon, or look-alike weapon.</td>
<td>10 days suspension with a recommendation for expulsion.</td>
</tr>
<tr>
<td>Possession of illegal drugs, inhalants, devices, look-alike drugs, alcohol or evidence of use while in attendance in school or at extracurricular events.</td>
<td>10 days suspension with a recommendation for expulsion.</td>
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<tr>
<td>Smoking or using smokeless tobacco or possession of any type of tobacco.</td>
<td>3, 5, 10 day out of school suspension followed by a recommendation for expulsion. All vapes will be turned into the Salem Police Department as drug paraphernalia</td>
</tr>
<tr>
<td>INFRACTION</td>
<td>CONSEQUENCE</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Possession or ignition of firecrackers, stink bombs, etc. or any other</td>
<td>10 days suspension with a recommendation for expulsion.</td>
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<td>type of explosive device.</td>
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<tr>
<td>Discharging of emergency alarms or equipment under false premises.</td>
<td>10 days suspension with a recommendation for expulsion.</td>
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<tr>
<td>Any activity which disrupts the normal educational process or a school</td>
<td>1-10 days suspension.</td>
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<td>activity.</td>
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<tr>
<td>Failure to serve assigned detention.</td>
<td>Saturday detention.</td>
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<tr>
<td>Failure to serve Saturday Detention</td>
<td>3 days suspension.</td>
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<tr>
<td>Refusal to adhere to in-school suspension rules.</td>
<td>1st offense: Emergency removal, repeat day.</td>
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<td>2nd offense: Out of school suspension.</td>
</tr>
<tr>
<td>Theft of property.</td>
<td>5 days suspension and restitution.</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Student will receive a zero for the assignment and/test. Phone call home</td>
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<td></td>
<td>will be made.</td>
</tr>
<tr>
<td>Disruptive behavior in the cafeteria</td>
<td>1st offense: Warning</td>
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<td>2nd offense: Lunch detention. The duration will be based on the discretion</td>
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<td></td>
<td>of the staff member assigning the punishment but not to exceed ten days.</td>
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<td></td>
<td>3rd offense: Assigned seating.</td>
</tr>
<tr>
<td>Inappropriate behavior in class, study hall, library, detention,</td>
<td>1st offense: Warning</td>
</tr>
<tr>
<td>hallways, restrooms, computer lab, during an assembly, at extracurricular</td>
<td>2nd offense: 4 detentions</td>
</tr>
<tr>
<td>events, or on school grounds.</td>
<td>3rd offense: Saturday detention</td>
</tr>
<tr>
<td>Using foul language (overheard). Making vulgar gesture or remark to</td>
<td>1st offense: Warning</td>
</tr>
<tr>
<td>another student. Writing/drawing something vulgar or obscene on school</td>
<td>2nd offense: 4 detentions</td>
</tr>
<tr>
<td>property or someone else’s property or possession of pornographic</td>
<td>3rd offense: Saturday detention</td>
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<tr>
<td>material.</td>
<td></td>
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<tr>
<td>Infraction</td>
<td>Consequence</td>
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<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
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<tr>
<td>Defacing school furniture, vandalizing school property.</td>
<td>Detention/suspension/restitution, depending on the severity of the incident.</td>
</tr>
<tr>
<td>Failure or refusal to follow the reasonable request/directive of a teacher,</td>
<td>1st offense: 4 detentions</td>
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<tr>
<td>not reporting to the office when told to by a school employee, or failure</td>
<td>2nd offense: Saturday detention</td>
</tr>
<tr>
<td>to give your name to a school employee.</td>
<td>3rd offense: 2 Saturday detentions</td>
</tr>
<tr>
<td>Being in an area where a student is not assigned</td>
<td>1st offense: Warning</td>
</tr>
<tr>
<td></td>
<td>2nd offense: 4 detentions</td>
</tr>
<tr>
<td></td>
<td>3rd offense: Saturday detention</td>
</tr>
<tr>
<td>Not telling the (complete) truth in regard to a disciplinary matter.</td>
<td>1st offense: 4 detentions</td>
</tr>
<tr>
<td></td>
<td>2nd offense: Saturday detention</td>
</tr>
<tr>
<td></td>
<td>3rd offense: 2 Saturday detentions</td>
</tr>
<tr>
<td>Use of cellular phone during restricted school hours.</td>
<td>1st offense: Warning</td>
</tr>
<tr>
<td></td>
<td>2nd offense: 4 detentions</td>
</tr>
<tr>
<td></td>
<td>3rd offense: Saturday detention</td>
</tr>
<tr>
<td></td>
<td>4th offense: Phone will be placed in office at the beginning of each school day for 2 weeks.</td>
</tr>
<tr>
<td></td>
<td>5th offense: Student will not be permitted to have the phone during school hours for the remainder of the school year.</td>
</tr>
</tbody>
</table>
DRESS CODE - STUDENT APPEARANCE WHILE IN ATTENDANCE

The philosophy governing the dress and grooming practices for the students in the Salem City School District is based simply upon the principles of health, personal cleanliness and hygiene, good grooming, proper attire, and parental responsibility for their child/children’s appearance. One’s dress should be decent, discreet, and modest. It should not distract from the school environment. The final decision on any questionable student appearance will reside with the Principal, Associate Principal, or the Assistant Principal where their reasonable judgement will be used to determine what is acceptable appearance. As new trends in fashion or dress occur, the District will review the changing standards of the community. Extremism will not be accepted and if that condition or status is reached in any aspect of the school, the action necessary to correct or alleviate that situation will be taken. Students are to comply with the following guidelines:

A. Clothing containing pictures and slogans which are suggestive (stated or implied), provocative, obscene, negative, or contains reference to tobacco, alcohol, drugs or are questionable in nature are unacceptable.

B. Hair should be clean, combed, and worn in a fashion that does not hinder sight. No unnatural hair coloring is permitted.

C. Shorts may be worn during the entire school year.

D. Low cut tops, sheer and/or fishnet clothing, tank tops, strapped undershirts and improperly fitted clothing, cut-offs, pajama attire, sanitary shorts, spandex biker shorts are not proper school attire. No bare midriff shirts will be allowed. Shoulders must be covered.

E. Skirts, shorts, and pants must be of contemporary length; extremes in length (short or long) will be unacceptable. A rule of thumb signifying length is fingertip length or longer when standing with your hands to your side. Jeans, slacks, and shorts must be secured at the waist so that undergarments are covered.

F. Footwear is required at all school activities for all students.

G. Hats/hoods/bandanas/ head coverings are not to be worn in the building at any time. The only exception to this rule will be on special designated days.

H. Except for pierced ears and discrete nose studs, students may not display piercings on the face, tongue or other visible areas of the body during regular school hours. Gauges in the ears are not permitted.

I. All clothing, jewelry and hair must be worn in such a manner not to be a safety hazard.

J. No chains, dog collars, or spiked bracelets/necklaces are to be worn while in attendance.
Punctual and regular attendance is very important. Students are expected to be in attendance while school is in session. Absence often results in poor school work and possible loss of credit. If a student is absent or tardy, the following procedure is to be used:

A. A parent or legal guardian should call the school (332-8905/332-8914) between 7:30 - 9:00 a.m. to report the student’s absence.

B. Upon returning to school, all students must report to the Jr/Sr high school office in order to submit an excuse. At which time a admit slip will be given to each student.

C. Students arriving after 7:50 must report to the Jr/Sr high school office.

D. The student must present a written excuse by the parent or guardian stating the specific date(s) missed and the definite reason for the absence.

E. Please include student’s last name.

F. Students have two days to provide the office with a proper excuse. Failure to do so will result in an unexcused absence.

G. Parents may only provide personal notes for 10 absences.

H. Lateness, as well as absences, are recorded daily in the main office. For example:

**Arriving**

7:50 - 10:31 = Tardy  
10:32 - 11:22 = 1/2 day AM absence  
11:23 - 2:44 = Full day absence

**Leaving**

7:50 – 11:22 = Full day absence  
11:23 - 12:56 = 1/2 day PM absence

**EARLY EXCUSE**

For a student to be excused from school before the normal school day ends at 2:44, she/he must present a note written by a parent or legal guardian stating the reason and time the early dismissal is desired. This note is due in the Sr. High office between 7:30 and 7:50 for high school students and in the Jr. High office between 7:40 and 7:50 on the day the early dismissal is desired.
A child between six and eighteen years of age is of compulsory school age.

Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed under an Age and Schooling Certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education, for the full time the school attended is in session.

**TERMINOLOGY:**

**Habitual Truancy**
Unauthorized absence from school with no acceptable documentation of the absence. Pursuant to the terms set forth in House Bill 410, Habitual Truancy is specifically defined as:

A. 30 Consecutive Hours (4 School Days) at any time during the school year.
B. 42 Hours (6 days) per month.
C. 72 Hours (10 days) per school year.

*House Bill 410 also requires the following ramifications to take place when habitual truancy is apparent:

A. A notification will be sent to the parent/guardian notifying them of the situation. If this does not rectify the problem...
B. The student’s parents/guardian will be required to attend a meeting with the school’s attendance officer. Please note that if the parent/guardian does not attend the scheduled meeting after being provided 3 chances, the matter will be sent to Children Services or changes may be brought against said parent/guardian. If this does not rectify the problem...
C. The situation will be discussed with the school’s intervention team. This discussion will include alternatives in an attempt to improve the student’s attendance. These alternatives will include, but are not limited to, an abbreviated school day schedule, scheduling changes, involuntary transfer to our QTA or Options Program, or assignment to the Opportunity School. Students who are habitual truant may also be reported to the Registrar of Motor Vehicles. Habitually truant students may have their driver’s license revoked. If this does not rectify the problem...
D. The matter will be sent to the Columbiana County Juvenile Court’s Diversion Program. If improvement is still not forthwith, official truancy changes will be filed.
UNEXCUSED ABSENCE
Absence from school or class with the knowledge and/or consent of parent, but does not meet the school requirement for excused absence.

EXCUSED ABSENCE
Absence from school with knowledge and consent of both the school and parent. Parents may excuse their child from school only if the excuse meets one of the legally acceptable reasons listed below.

A. Personal illness/serious illness in family
B. Quarantine of home.
C. Death of a relative
D. Observance of religious holidays
E. Professional appointments (doctor, dentist, lawyer, etc.)
F. Field trips/curricular activities outside the building.
G. Required court attendance.
H. Pre-approved family vacation.
I. Such good cause as may be acceptable to the Superintendent.

Excused absences are permitted if the reason for the absence is legally acceptable: the absence is still counted on the student’s attendance record. With excused absence, a student shall have the opportunity to make up all work. The student shall have one day in addition to the number of school days absent to make up his work. A student who accumulates ten excused absences due to personal illness must have a signed medical excuse.

PROM ELIGIBILITY

Students must be in good standing in terms of attendance. Any student who has more than twenty-five unexcused absences or has been late or tardy to school more than twenty five times will not be permitted to attend prom.
House Bill 116

Harassment, intimidation, or bullying behavior by any student in the Salem School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, or abusive educational environment for the other students.

C. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory on line personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Report concerns to any of the following:

Ashley Taafe, Junior High Guidance Counselor 330/332-8914
Megan Ellis, Senior High Guidance Counselor 330/332-8905
Amber Waller, Senior High Guidance Counselor 330/332-8905

Guidance services are available for every student in the school. These services include assistance with education planning, interpretation of test scores, occupational information, study helps, help with home, school and/or social concerns or any questions the student would like to discuss with the counselor. Your counselors are here to help you.
TITLE SERVICES

TITLE IX

The Salem City Schools do not exclude any person from participating in classes or programs on the grounds of race, color, national origin, sex, age, or handicap. The Salem City Schools are in compliance with Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation act of 1973. Our Title IX compliance officer is Dr Joe Shivers, Superintendent and our compliance officer for Section 504 is Kristy Erb, Special Education Director. Their phone number is (330) 332-0316 or write to 1226 East State Street, Salem, Ohio 44460. Salem City School District is an equal opportunity employer. The district website is www.salemquakers.org.

TITLE I SCHOOL WIDE PROGRAM (JUNIOR HIGH ONLY)

Title I funds in a school implementing a School-wide Program, must be used to improve the academic achievement of all students while addressing the needs of the lowest performing students. A school is eligible to become a Title I School-wide Program when the poverty level, (determined by free and reduced meal counts, AFDC, census, or Medicaid) is at or above 40%. All staff in a building with a Title I School-wide Program must be highly qualified. Staff paid with Title I funds are free to work with all students in the building. A school-wide building must annually develop a School-wide plan and evaluate the impact of services on student achievement. The planning process must involve all staff, parents and community members in the implementation and evaluation of the Title I School-wide Program. Districts with private schools must consult with private school representatives before making final determinations about the use of Title I funds.

CHARACTERISTICS OF A TITLE SCHOOL PROGRAM

A clear focus
High expectations for students and staff
An environment focused on learning
Strong leadership
Curriculum, instruction, and assessments aligned with the standards
High quality professional development
A collaborative spirit and collaborative structure
A commitment to continuous review and improvement

Title I learning Support:
For all students, a combination of formative assessments and universal screenings of mathematics and reading will be administered throughout the school year and performance data will be used by all teachers to make instructional decisions. Student's instructional needs will be addressed by all staff while academic progress will be monitored regularly. As parent, your participation and encouragement is critical to your child's educational growth.