

SALEM JUNIOR/SENIOR HIGH SCHOOL
STUDENT HANDBOOK
2025-2026



1200 East Sixth Street
Salem, Ohio 44460
www.salemquakers.org



SALEM CARES!



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We are Salem!



WELCOME

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 2025-2026 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 life-long 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!



QUAKER PRIDE!



QUICK REFERENCE NAMES & NUMBERS

POSITION	GRADES	NUMBER	NAME
PRINCIPAL	9-12	330-332-8905	TODD MCLAUGHLIN
ASSISTANT PRINCIPAL	7-12	330-332-8905	MELANIE CARFOLO
JUNIOR HIGH PRINCIPAL	7-8	330-332-8914	MATT ZIEGLER
JR/SR HIGH SCHOOL SECRETARY	7-12	330-332-8905	ELIZABETH COLE
JR/SR HIGH SCHOOL SECRETARY	7-12	330-332-8905	CATHY KRISTAN
GUIDANCE COUNSELOR	9-12	330-332-8905	MEGAN ELLIS
GUIDANCE COUNSELOR	9-12	330-332-8905	AMBER WALLER
GUIDANCE COUNSELOR	7-8	330-332-8914	ASHLEY TAAFE
GUIDANCE SECRETARY	7-12	330-332-8905	DEB ALTENHOF
ATHLETIC DIRECTOR	7-12	330-332-8911	MATT FREEMAN
ATHLETIC DIRECTOR SECRETARY	7-12	330-332-8911	MEGAN STOCKMAN
TRANSPORTATION DIRECTOR	K-12	330-332-2321	JEFF MARTIG
QUAKER TECH ACADEMY	9-12	330-332-8905	JEFF MARTIG



2025-2026



SALEM CITY SCHOOLS 2025-2026

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18th - Principal Meetings & Teacher Work Day & Open House
 19th - Teacher In-Service
 20th - Convocation & In-Service Day
 21st - 1st Student Day for Grades 1-12
 25th - 1st Day of School for Kindergarten
 29th - Professional Development
 No School

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

12th - P/T Conferences
 13th - Conference Exchange Day
 No School
 16th - President's Day
 17th - Classes Resume

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1st - Labor Day, No School
 2nd - Classes Resume

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8th - Professional Development
 No School
 20th - End of 3rd Nine Weeks
 (41 Student Days)

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3rd - Professional Development
 No School
 23rd - End of 1st Nine Weeks
 (43 Student Days)
 23rd - P/T Conferences
 24th - Conference Exchange Day
 No School

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1st - 6th - Spring Break
 No School
 7th - Classes Resume

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

26th - 28th - Thanksgiving Break

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

24th - Graduation Day
 25th - Memorial Day - No School
 28th - End of 4th Nine Weeks
 (44 Student Days)
 28th - Last Student Day
 29th - Last Teacher Day/Work Day

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st - Classes Resume
 22nd - Jan 2nd - Christmas Break

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5th - Classes Resume
 16th - End of 2nd Nine Weeks
 (47 Student Days)
 19th - Martin Luther King Day
 No School

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Student Days 175
 Conference Days 2
 Teacher Work Days 2
 Teacher In-Service Days 2
 Professional Development 3

NOTE: Any Mandatory "Makeup" days will be added after May 28, 2025.
 (For example, May 29, June 1, 2, 3 etc.). A teacher work day will then be
 Added after final day of makeup.

■ School Not in Session
 ● Teacher In-Service /Work Days
 □ No School
 ▲ Conference
 † End of Nine Weeks
 ® Professional Development



QUAKER PRIDE!



BELL SCHEDULES

REGULAR BELL SCHEDULE	2 HOUR DELAY SCHEDULE	PEP RALLY SCHEDULE	PM ASSEMBLY SCHEDULE
PERIOD 1 7:50 - 8:40	PERIOD 1 9:50 - 10:20	PERIOD 1 7:50 - 8:35	PERIOD 1 7:50 - 8:30
PERIOD 2 8:44 - 9:34	PERIOD 2 10:24 - 10:54	PERIOD 2 8:40 - 9:27	PERIOD 2 8:34 - 9:14
PERIOD 3 9:38 - 10:28	PERIOD 3 10:58 - 11:32	PERIOD 3 9:32 - 10:17	PERIOD 3 9:18 - 9:58
PERIOD 4 10:32 - 11:22	PERIOD 5A 11:32 - 12:02	PERIOD 4 10:22 - 11:07	PERIOD 4 10:02 - 10:42
PERIOD 5A 11:26 - 11:56	PERIOD 5B 12:02 - 12:32	PERIOD 5A 11:12 - 11:42	PERIOD 5A 10:46 - 11:16
PERIOD 5B 11:56 - 12:26	PERIOD 5C 12:32 - 1:02	PERIOD 5B 11:42 - 12:12	PERIOD 5B 11:16 - 11:46
PERIOD 5C 12:26 - 12:56	PERIOD 4 1:06 - 1:36	PERIOD 5C 12:12 - 12:42	PERIOD 5C 11:46 - 12:16
PERIOD 6 1:00 - 1:50	PERIOD 6 1:40 - 2:10	PERIOD 6 12:46 - 1:31	PERIOD 6 12:20 - 1:01
PERIOD 7 1:54 - 2:44	PERIOD 7 2:14 - 2:44	PERIOD 7 1:35 - 2:20	PERIOD 7 1:05 - 1:45 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:

A = 90 – 100 (Excellent)

B = 80 - 89 (Above Average)

C = 70 - 79 (Average)

D = 60 - 69 (Below Average)

F = 0 - 59 (Failing)

I = Incomplete



GRADE VALUES AND RANGES

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

A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0

When averaged, the following range applies:

A = 3.50 – 4.00, B = 2.50 – 3.49, C = 1.50 – 2.49, D = 0.50 – 1.49, F = 0.00 – 0.49

GRADES 7 -8

1st Semester grades are calculated by averaging the 1st and 2nd nine week percentage grades.

2nd Semester grades are calculated by averaging the 3rd and 4th 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 3rd and 4th nine week and semester exam percentages. Final grades are calculated by averaging the two semester percentage grades. Those students 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.



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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.



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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.

School Visitors

All visitors to the High School/Middle School will use the 6th Street entrance. Once entry is granted, please proceed directly to the office. Visitors are not permitted to go to any other location in the building before coming to the office.

If your visit to our school will be prolonged, you will be required to wear a visitor's pass. Please note that we have an extensive and up to date camera system that monitors the entire building 24/7. If a visitor is observed not wearing a pass, they will be reminded that it is required to remain in the school. If the procedure is not followed, the visitor will be asked to leave the premises

If a parent/guardian wishes to drop off food, sport's equipment, chrome book, etc., please make sure that your student's name and grade is on the item. You can drop the item off at the 6th street entrance and our staff will ensure that your child receives it.

No outside delivery services (door dash, pizza deliveries, uber eats, etc.) will be permitted into the building. Students are also not permitted to meet them at the door to retrieve orders. We will turn away any deliveries of this sort at the door.

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 have one day in addition to the number of school days absent to make up homework.

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.



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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.



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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. Any imitation or look-alike weapon

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



GO QUAKERS!



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 they 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.



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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 their school day are not permitted to practice or play on the day in question. Half a day may vary depending on the students schedule. Traditional vs. Non Traditional schedule, administration will determine and have final say over being able to participate.

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 72 hours unexcused absences and less than 10 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.

CLUBS AND ACTIVITIES

BAND	CHOIR	HERO CLUB	GERMAN CLUB	SPANISH CLUB	KEY CLUB	INTERACT CLUB
YEAR BOOK	THEATRE PRODUCTION	ACADEMIC CHALLENGE	PROJECT SUPPORT	STUDENT COUNCIL	NATION HONOR SOCIETY	TACT
COMPUTER CLUB	PEP CLUB	JOURNALISM	NATIONAL ART HONOR SOCIETY	ART CLUB	POETRY CLUB	THE INTENSE WRITING CLUB



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ATHLETIC TEAMS

GIRLS' & BOYS' GOLF	VOLLEYBALL	GIRLS' & BOYS' SOCCER	GIRLS' & BOYS' BASKETBALL	GIRLS' & BOYS' TRACK	GIRLS' & BOYS' TENNIS	GIRLS' & BOYS' CROSS COUNTRY
SOFTBALL	FOOTBALL	WRESTLING	BASEBALL	GIRLS' & BOYS		

ATHLETIC CODE OF CONDUCT

PHILOSOPHY

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 preceding 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 Requirements (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.



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- 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.)



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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 $\frac{1}{2}$ a day in order to practice or participate in an athletic contest. Half a day may vary depending on the students schedule. Traditional vs. Non Traditional schedule, administration will determine and have final say over being able to participate. 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 $\frac{1}{2}$ 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.



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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 provisions 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 subpoena or other legal process, which the District will not solicit. In the event of a subpoena or other legal process, the District will notify the student's parents at least seventy-two (72) hours prior to releasing information.

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.



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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.



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CODE OF CONDUCT

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.



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- 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.

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:



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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.**

- 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.



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- 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.



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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.

<u>INFRACTION</u>	<u>CONSEQUENCE</u>
Harassment/Assault or threat of assault against a school employee/peer.	10 Days out-of-school suspension/expulsion
Physically fighting - regardless who starts it.	5-10 days suspension
Any act of violence toward another student in a quarrelsome manner.	1-10 days suspension
Inducing a panic	10 Days out-of-school suspension/expulsion
Foul or inappropriate language directed at an employee/peer.	5-10 days suspension
Making a vulgar or obscene gesture toward a school employee/peer.	5-10 days suspension
Flagrant disrespect towards an employee/peer.	5-10 days suspension
Repeated violations of the school code of conduct.	5-10 days suspension
Three suspension in one school year.	10 Days out-of-school suspension/expulsion
Possession, handling, transmission, or concealment of a weapon, or look-alike weapon.	10 days suspension with a recommendation for expulsion.
Possession of illegal drugs, inhalants, devices, look-alike drugs, alcohol or evidence of use while in attendance in school or at extracurricular events.	10 days suspension with a recommendation for expulsion.
Smoking or using smokeless tobacco or possession of any type of tobacco. This includes Vape Pens or any Electronic Cigarettes.	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



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<u>INFRACTION</u>	<u>CONSEQUENCE</u>
Possession or ignition of firecrackers, stink bombs, etc. or any other type of explosive device.	10 days suspension with a recommendation for expulsion.
Discharging of emergency alarms or equipment under false premises.	10 days suspension with a recommendation for expulsion.
Any activity which disrupts the normal educational process or a school activity.	1-10 days suspension.
Failure to serve assigned detention.	Saturday detention.
Failure to serve Saturday Detention	3 days suspension.
Theft of property.	5 days suspension and restitution.
Plagiarism	Student will receive a zero for the assignment and/ test. Phone call home will be made.
Disruptive behavior in the cafeteria	Violation of this rule will result in detentions, Saturday school assignments, or suspension. Alternative ramifications may also be utilized to fit the nature and/or severity of the incident.
Inappropriate behavior in class, study hall, library, detention, hallways, restrooms, computer lab, during an assembly, at extracurricular events, or on school grounds.	Violation of this rule will result in detentions, Saturday school assignments, or suspension. Alternative ramifications may also be utilized to fit the nature and/or severity of the incident.
Using foul language (overheard). Making vulgar gesture or remark to another student. Writing/drawing something vulgar or obscene on school property or someone else's property or possession of pornographic material.	Violation of this rule will result in detentions, Saturday school assignments, or suspension. Alternative ramifications may also be utilized to fit the nature and/or severity of the incident.



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INFRACTION

CONSEQUENCE

Defacing school furniture, vandalizing school property.	Detention/suspension/restitution, depending on the severity of the incident.
Failure or refusal to follow the reasonable request/directive of a teacher, not reporting to the office when told to by a school employee, or failure to give your name to a school employee.	Violation of this rule will result in detentions, Saturday school assignments, or suspension. Alternative ramifications may also be utilized to fit the nature and/or severity of the incident.
Being in an area where a student is not assigned	Violation of this rule will result in detentions, Saturday school assignments, or suspension. Alternative ramifications may also be utilized to fit the nature and/or severity of the incident.
Not telling the (complete) truth in regard to a disciplinary matter.	Violation of this rule will result in detentions, Saturday school assignments, or suspension. Alternative ramifications may also be utilized to fit the nature and/or severity of the incident.
Use of cellular phone during restricted school hours.	Violation of this rule will result in detentions, Saturday school assignments, or suspension. Alternative ramifications may also be utilized to fit the nature and/or severity of the incident. This may include loss of cell phone privileges during the school day.



GO QUAKERS!



DRESS CODE- STUDENT APPERANCE 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. Tank tops are not permitted.
- D. Pajama pants or sleepwear is not permitted.
- D. Bare midriff shirts are not permitted. Shirts that reveal the torso area are also not permitted to be worn under a shirt with an open front. For example: flannel shirts, open hoodies, etc.
- E. Shorts, skirts, and pants must be of contemporary length; extremes in length (short or long) will be unacceptable. Shorts, skirts and holes, rips or tears in pants, must be below mid thigh. Shorts, skirts, and pants, 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 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 ear and nostril piercings (no larger than 18 gauge) piercings on the face, tongue, septum, or other visible areas of the body are not permitted.
- I. It is within the authority of the building Principal to interpret appropriateness in all instances. The administration will be responsible for determining extremes in styles and the determination of what is in compliance with or noncompliance with the dress and grooming code.



GO QUAKERS!



CELL PHONE/HEAD PHONE USAGE

Salem City Schools Cell Phone Policy

1. Scope and Applicability

- * Scope: Applies to all students during school hours (7:50 AM–2:44 PM), including classrooms, restrooms, hallways, and cafeteria.
- * Applicability: All students must comply; exceptions only for documented medical/504 plans.

2. Rules Regarding Cell Phone Use on School Property

- * Strict Ban: No cell phone use or possession during school hours.
- * Storage Requirement: Phones must remain in locked lockers (school-provided or personal locks with office backup).
- * Visibility = Violation: Any phone seen outside the locker is a policy breach.

3. Exceptions for Students

- * Medical/504 Plans: Pre-approved exceptions (e.g., diabetes monitoring).
- * Emergencies: Parents must contact the office; two-way classroom radios will facilitate communication with staff.

4. Storage Options

- * Primary Method: Lockers (students use school-provided locks or personal locks with shared codes/keys).

5. Discipline Process

- * Offense Consequence

1st: Verbal Warning, device returned by administration at the end of the day.

2nd: Lunch Detention, device returned by administration at the end of the day.

3rd +: Saturday Detention, administration holds phone until picked up by parent.

* Refusal to give staff member phone will result in insubordination*



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SCHOOL NURSE & CLINIC GUIDELINES

1. Students must have a pass from a teacher to visit the clinic, unless it's an emergency (e.g., accident in or out of the classroom). This ensures staff know the student's location.
2. Students should not call parents for pick-up before being seen by the nurse. Attendance is vital to student success.
3. The QUICKmed Nurse Practitioner will only see students after they've been screened by the school nurse and have parental authorization.
4. If the nurse is absent, students must report health concerns to the front office.
5. Students with medical care plans may visit the clinic more often, but this should not lead to extended or frequent class absences. Staff will be informed of these students at the start of the year.
6. Students must report to class (including first period) before going to the clinic, to ensure accurate attendance.
7. Clinic visits should not occur between classes. The nurse will not issue passes for these visits due to time constraints.



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SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication and learning. The Board of Education authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff and the general public. Social media is defined in Bylaw 0100.

Employees, District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students and visitors who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations, or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Students are personally responsible for the content of their posts. Prohibited content shall be subject to appropriate disciplinary action. Social media is outlined in Board Policy 7544.

Students are prohibited from posting or releasing personal information about students, employees, and volunteers through District-approved social media without appropriate consent. Prohibited posts shall be subject to appropriate disciplinary action.



GO QUAKERS!



ATTENDANCE POLICY, PROCEDURES & OHIO REVISED CODE

ATTENDANCE PROCEDURES

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.



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OHIO REVISED CODE (3321.01 & 3321.04)

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 charges 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 forthcoming, official truancy charges will be filed.



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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.
- J. 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.

TARDY TO SCHOOL:

- 1. 5 tardies to in a 9 week period
 - A. 4 morning detentions
- 2. 10 tardies in a 9 week period
 - A. Saturday Detention
- 3. 15 tardies in a 9 week period
 - A. 2 Saturday Detentions

TARDY TO CLASS:

- 1. Document late arrival to class
 - A. 5 tardies in a 9 week period, refer infraction via PSW and include dates of the late arrivals.

ALL TARDIES RESET TO "0" AT THE END OF THE 9 WEEKS

PROM ELGIBILITY

Students must be in good standing in terms of attendance. Any student who has missed more than 150 hours of school will not be permitted to attend prom.



GO QUAKERS!



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 $\frac{1}{2}$ 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.



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SUICIDE AND CRISIS LIFELINE



**WE ALL HIDE HOW
WE FEEL SOMETIMES.**

**It can help to talk—
whatever you're dealing with...**

- Anxiety
- Loneliness
- Thoughts of suicide
- Relationship problems
- Depression
- Literally anything

CALL, TEXT OR CHAT 988

for free, confidential support—anytime.



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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; our Title IX compliance officers are Todd McLaughlin, High School Principal and Jamie Kemats, Director of Curriculum and Instruction. Our compliance officer of the Section 504 of the Rehabilitation act of 1973 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.



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DEFINITIONS

“Bullying” rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more

Protected Classes, that is, characteristics that are protected by Federal civil rights laws.

It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.



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DEFINITIONS

“Sexual Harassment”

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms.

Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, which has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.



GO QUAKERS!



DEFINITIONS

Definitions:

“Sexual Harassment”

I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment.

Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

More information on Bullying, Harassment, and Intimidation can be found in Board

Policy 5517 and 5517 .01

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.

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.



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ACCEPTABLE USE POLICY

SALEM CITY SCHOOL DISTRICT ACCEPTABLE USE AND SAFETY POLICY AND AGREEMENT

Internet access is currently available to students and teachers at Salem City Schools. Through ACCESS (Area Cooperative Computerized Educational Service System) your son or daughter will be able to reach the Internet, which is a world wide network. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing and communication. With this opportunity also comes a responsibility to follow certain rules of network etiquette and acceptable use. It is important that students, parents, and staff are aware of the challenges involved with appropriately using the Internet.

With access to computers and people all over the world, also comes the availability of material that may be considered “inappropriate” in a school setting. Salem City Schools has taken precautions to restrict access to controversial materials. Specifically, the Board has implemented technology protection measures that block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board additionally uses software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, you are advised that it is impossible to prevent access to all the inappropriate, offensive, objectionable and/or controversial material that can be found on the Internet. Still, we believe that the valuable information and interaction available on the world-wide network far outweighs the possibility that determined users may find material that is not consistent with the educational goals of Salem City Schools. As such, it is critical that you set and convey standards that your child is expected to follow when using the Internet.

Salem City Schools supports and respects each family’s right to decide whether or not to grant permission for a student to have access to the Internet. **If, for any reason, you do NOT want your child to have Internet access, we ask that you notify the school in writing.** Although you may choose not to allow your child to have access to the Internet, the child may receive classroom instruction utilizing the Internet under an authorized staff member’s direct supervision.

STUDENT USE OF THE INTERNET

When students access the Internet, their use may be in one or more ways:

- Guided use — students in grade K-12 may use the computer with the supervision of authorized staff giving step by step directions.
- Supervised use — students in grades K-12 may use the computer provided an authorized staff member is present and monitoring the activities of the child.
- Independent use — students in grades 7-12 may use the computer without authorized staff supervision.

At the elementary level (grades K-6), student access will occur under authorized staff supervision or guidance. At all levels, we have filtering software designed to block material that may be considered “inappropriate” in a school setting, but Salem City Schools cannot guarantee that a determined user will not be able to access inappropriate material. Students are responsible for good behavior on the Board’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored activities. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy / agreement. Students who disregard this policy / agreement may have their use privileges suspended or revoked, and disciplinary action taken against them. Students granted access to the Internet through the Board’s computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy / agreement.



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ELECTRONIC MAIL ("E-MAIL")

All e-mail written and sent by, or to account holders is the property of Salem City Schools.

TERMS AND CONDITIONS FOR AN INTERNET ACCOUNT

1. Acceptable use of your account must be consistent with the educational objectives of Salem City Schools. The use of the network is a privilege which may be revoked by the School District at any time for any reason. The system administrator, along with the building administrator, will deem what is inappropriate use and their decision is final. The administration, faculty, and staff at Salem City Schools may request the administrator to deny, revoke, or suspend user accounts. Inappropriate use includes, but is not limited to:
 - a) Using someone else's account and/or password to log on or gain access to the network, or giving out one's password to others;
 - b) Using the resources for commercial purposes, advertising or political lobbying;
 - c) Hacking or engaging in other illegal activity;
 - d) Sending hate or harassing/bullying mail, chain letters, or "mail-bombs;"
 - e) Intentionally damaging or destroying data, hardware, software, or other computer equipment;
 - f) Intentionally invading the privacy of another person;
 - g) Using resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the network (e.g., viruses) are also prohibited;
 - h) Using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages;
 - i) Transmitting sexual, racial, or ethnic slurs and/or jokes;
 - j) Attempting to or actually bypassing the Internet filtering software.
 - k) Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
 - l) Loading, use, or creation of unauthorized games, programs, files, or other electronic media.
 - m) Destruction, modification, or abuse of data, files, network connections, computer hardware and software, and any other forms of technology.
2. All material received, stored and/or sent on the system is the property of the District and the District reserves the right to remove any material that it determines is unlawful, pornographic, obscene, abusive or otherwise objectionable. Students are prohibited from sending or viewing such materials. Privacy in communication over the Internet and the network is not guaranteed. The School District reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School District's computers / network. Messages involving illegal activities will be reported to the appropriate authorities. Users are discouraged from sending messages of a sensitive or extremely private nature.
3. The computer and network resources are intended for the exclusive use of registered users. Each student is responsible for the use of his/her account, password, and access privilege. Any



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problems arising from the use of a student's account are the responsibility of the account holder. Use of an account by persons other than the assigned user is forbidden and is considered a reason for loss of privileges.

4. Use of the Internet and any information obtained from the Internet is at the user's own risk. Salem City Schools makes no warranties of any kind for the service it is providing. Salem City Schools will not be responsible for any damages a user may suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions,. Additionally, the School District is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports and projects should be cited the same as references to printed materials.
5. Each user is responsible for deleting, on a daily basis, e-mail that is no longer needed, in an effort to keep disk storage free on the server.

Social Networking

A social network is a service that uses the Internet for online communication through an interactive network of photos, web logs, user profiles, e-mail, web forums, and groups, as well as other media. Social networking sites gather data submitted by members as "profiles". Profiles can then be shared among members. Instant messaging, Internet chat rooms, and social networking sites such as MySpace and FaceBook can expose students to harassing or threatening messages or inappropriate text and pictures. Internet chat rooms and public/commercial social networking sites are, by default, blocked by District Internet filtering. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than email) without prior approval from a teacher or administrator. All such authorized communications must comply with this policy / agreement. Online behaviors, such as posting personal or financial information, or illegally sharing media files are prohibited.

If you decide to allow your children to access e-mail, instant messaging software, or social networking sites at home, we suggest that you encourage your children to use "handles," or pseudonyms for their online accounts. Your child should also not provide an address, phone number, or other personal information to anyone he/she meets through e-mail, instant messaging, or social networking. If your child does receive a threatening or harassing e-mail or message, DO NOT ERASE the message. If you keep the original message, law enforcement authorities may be able to trace the source.

* The District shall provide a teacher moderated, 'walled garden' environment for safe social networking interaction among classmates and teachers. Such interactions are designed and managed by teaching staff as integral components of their instruction with access limited to only the students involved.

CyberBullying

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying, by staff, students, or third parties is prohibited and will not be tolerated in the district.

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity.

In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report



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an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

The District may revoke the privilege of a student or third party, who uses District equipment or electronic communication systems to engage in *cyberbullying*. The District may revoke the privilege of a student or third party, who uses a personal communication device to engage in *cyberbullying*. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. The district may also report individuals to law enforcement if necessary.

NETIQUETTE. All users must abide by the following rules of network etiquette:

1. Be polite, courteous and respectful in your messages to others. Use language appropriate to the school setting. Do not use obscene, profane, vulgar, sexually explicit or suggestive, belligerent, defamatory, threatening or abusive language.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.
3. Avoid uses that are offensive to others. Do not use access to make ethnic, sexual preference or gender-related slurs or jokes, harassing or demeaning text messages to other students or school staff, use cell phones or digital cameras in locker rooms, transmit inappropriate or demeaning images or videos, post harmful messages on social networking websites, post another student's information online, or impersonate another student online.
 - a. Avoid uses that violate the law or encourage others to violate the law.
4. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Pupil Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network / Internet are not marked with the copyright or trademark symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
5. Avoid uses that cause harm to others or damage to their property.
For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism. If a student transfers a file or software program that infects the network with a virus or causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.
6. Avoid uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others, or impersonate another.
7. Avoid uses that access controversial or offensive materials.
All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the



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computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he/she is required to report such use to the person designated by the School.

8. Avoid uses that are commercial transactions.

Students may not sell or buy anything over the Internet. You should not give others private information about your or others, including credit card numbers and social security numbers.

Software Copyright Policy

Copying and distributing software.

Many people are unaware that making a copy of their software for a friend is a crime.

However, this act is considered theft, and ultimately raises software prices for honest consumers.

Making multiple installations of a product.

Now that software is primarily being shipped on CDs, it is very easy to buy one CD and give it to someone else for a second installation. Especially in businesses, people often don't understand that they need to buy a license for each product to be installed on each computer.

What is the law?

"In 1964 the United States Copyright Office began to register software as a form of literary expression. The Copyright Act was amended in 1980 to explicitly include computer programs. Today, according to Title 17 of the United States Code, it is illegal to make or distribute copies of copyrighted material without authorization. The only exception is the user's right to make a single backup copy for archival purposes."¹

What are the penalties?

United States law prohibits duplicating software for profit, making multiple copies for use by different users within an organization, and giving an unauthorized copy to another individual. If caught with pirated software, you or your company may be tried under both civil and criminal law.²

Therefore it is the policy of the Board of Salem City Schools that, in the absence of a license or agreement to the contrary, no software, computer program or computer program code shall be duplicated or distributed without the written permission of the author. Also, no software, computer program or computer program code shall be installed on more than the stated number of computers as contained in the software license.

While Salem City Schools encourages its students and staff to enrich the learning process by making proper use of supplementary materials, it is the responsibility of District's students and personnel to abide by the District's Copyright Policy and obey the requirements of the law. Under no circumstances shall students or employees of the District violate copyright requirements. Salem City Schools will not be responsible for violations of the copyright law by its students or employees.

¹ <http://www.microsoft.com/piracy/copyrightLaws.htm>

² <http://www.microsoft.com/piracy/copyrightLaws.htm>