

## **Table of Contents:**

Accident Procedure	18	Emergency Closings	11	OSS	34
Agendas	17	Extra Help	13	One-hour Delay	02
AIS	07	Extracurricular Eligibility	11	Physicals	19
ALE (formerly ISS)	31	Excused Absences	05	Plagiarism	33
Assemblies	07	Fire Drills	14	Poster Policy	24
Athletics	07	Food in School	14	Progress Reports	04/24
Attendance	05	Free/Reduced Lunch	23	Recreational Vehicles	26
Backpacks	08	Hall Passes	17	Report Card Dates	04
Bell Schedule	02	Health Services	18	School Day	04
BOCES/Vo-Tech	08	Homework Policy	19	School Calendar	03
Breakfast	08	Honor Roll	20	Sexual Harassment	25
Bus Conduct	32	Illness	18	Skateboards	25
Cell Phone	10/27	Immunizations	19	Special Education	25
Cheating	33	Injuries	18	Student Parking	26
Computer Use Policy	34	Insurance, Student	19	Study Hall	27
Corporal Punishment	08	Interim Reports	24	Telephones	27
Course Add/Drop	08	Late Bus	21	Top 10 seniors	28
Daily Schedule	02	Late to Class	21	Transport. to Events	28
Dances	09	Library Rules	22	Truancy	28
Detentions	33	Lockers	23	Two-hour delay	02
Diploma Requirements	15	Lunch	23	Visitors	28
Discipline Schedule	30	Making up Work	24	Volunteer Rescue/Fire	29
Dress Code	09	Medication	18	10 <sup>th</sup> period	20
Early Dismissal	06/10	Messages to Students	27		
Electronic Equip.	10	National Honor Society	24		

## **High School Personnel**

High School Office 854-7600	Jane Lourie, Principal Jackie White, Secretary
Guidance Department 854-6010	Donald Zarzycki, Counselor Lori Linendoll, Secretary
Special Education 854-6020	Richard Phaneuf, Coordinator Regina Eastman, Secretary
Health Office 854-6023	Sheryl Chambers, School Nurse
Cafeteria 854-6040	Rodney Moore, Manager
Transportation 854-7419	Scott Cameron, Supervisor
Superintendent's Office 854-7855	Dr. Kerri Piemme, Superintendent Maura Rapp, Secretary

**DAILY BELL SCHEDULE  
2011-2012**

**7:58 Warning Bell**

Period 1	8:00 – 8:42
2	8:45 – 9:30 *(extra 3 minutes for announcements)
3	9:33 – 10:15
4	10:18 – 11:00
5	11:03 – 11:45
<b>6</b>	<b>11:48 – 12:10 Jr. High Lunch</b>
6	11:48 – 12:30 Sr. High classes ONLY
7	12:13 – 12:55 Jr. High classes ONLY
<b>7</b>	<b>12:33 – 12:55 Sr. High Lunch</b>
8	12:58 – 1:40
9	1:43 – 2:25
10	2:28 – 3:12

**1<sup>st</sup> 1-hr. delay:**

No 1<sup>st</sup> period.  
Report to 2<sup>nd</sup> 9:00-9:30  
Report to 3<sup>rd</sup> 9:33-10:15;  
Report to 4<sup>th</sup> at 10:18 and  
continue the day as usual.

**2<sup>nd</sup> 1-hr. delay:**

No 2<sup>nd</sup> period.  
Report to 1<sup>st</sup> 9:00-9:45;  
Report to 3<sup>rd</sup> 9:45-10:15;  
Report to 4<sup>th</sup> at 10:18 and  
continue the day as usual.

**3<sup>rd</sup> 1-hr delay:**

No 3<sup>rd</sup> period.  
Report to 1<sup>st</sup> 9:00-9:30;  
Report to 2<sup>nd</sup> 9:33-10:15;  
Report to 4<sup>th</sup> at 10:18 and  
continue as usual.

In the event of a 2-hour delay, please check the school website for the day's schedule  
and/or call the high school office at 854-7600 after 8:00 a.m.

SALEM CENTRAL SCHOOL DISTRICT  
2011-2012 SCHOOL CALENDAR

<p><b>JULY 2011</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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							<p><b>JANUARY 2012</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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					
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July 4	Independence Day
September 1*	Supt. Conference Day
September 5	Labor Day
September 6*	Classes Begin
October 10	Columbus Day
November 10	Emergency Release Day
November 11	Veterans' Day
November 23-25	Thanksgiving Recess
December 23	Holiday Recess Begins
January 3	Classes Resume
January 16	Martin Luther King Day
January 24-27	Regents Testing Week
February 20-24	Mid-Winter Recess
April 9-13	Spring Recess
May 28	Memorial Day
June 13-22	Regents Testing
June 22	Regents Rating Day
	Last Day of School

- Classes Not in Session
- Regents Testing Days
- Supt. Conference Day
- Regional Supt. Conference Day

September	19
October	19
November	18
December	16
January	20
February	16
March	22
April	16
May	22
June	16
<b>Total Number of Pupil Days</b>	<b>184</b>
Supt. Conference Day:	1
Regional Supt. Conference Day	1
<b>TOTAL DAYS</b>	<b>186</b>

Adopted 4/25/11

## SCHOOL DAY

The school day begins at 8:00 a.m. and ends at 3:12 p.m. However, students who have completed all of their work and have not been detained by faculty or administrators are excused at 2:25 p.m. Teachers are available for extra help Monday through Thursday until 3:12 p.m. For disciplinary purposes, students may be required to stay after school Monday through Thursday until 3:12 p.m.

### **Salem Jr./Sr. High School 2011 – 2012 Important Dates**

#### **Quarter 1**

Start	September 6, 2011
5-week progress report	October 6, 2011
End	November 7, 2011
Report cards published	November 10, 2011

#### **Quarter 2**

Start	November 8, 2011
5-week progress report	December 14, 2011
End	January 27, 2012
Report cards published	February 1, 2012

#### **Quarter 3**

Start	January 28, 2012
5-week progress report	March 6, 2012
End	April 4, 2012
Report cards published	April 5, 2012

#### **Quarter 4**

Start	April 5, 2012
5-week report	May 10, 2012
End	June 22, 2012
Report cards published	June 22, 2012

## **ATTENDANCE:**

The Board of Education of the Salem Central School District recognizes that student attendance in school is an important component of student success. Student interaction with teachers and other students in class helps to enhance the academic learning experience and provides a basis by which students can demonstrate mastery of subject matter.

Although some class absence may be unavoidable, each student is expected to make every effort to attend each assigned class. The underlying rationale for an attendance policy that denies course credit for non-attendance is based on recognition of the vital role classroom attendance and participation plays in academic achievement.

Classroom teachers will take attendance at the beginning of each class period. They will verify their roster with the attendance bulletin and forward any discrepancies to the office. There, any absences for all or part of a school day will be recorded as either excused or unexcused. (See *below for list of excused absences.*)

Unexcused absences will be immediately forwarded to the principal's office where disciplinary consequences will be assigned as necessary. Truancy, tardiness, cutting classes and leaving school grounds without permission are unacceptable behaviors that will result in disciplinary consequences as per the discipline section of this handbook.

### Excused Absences:

The following reasons for pupil absences, tardiness, and early departure are considered "excused":

1. illness
2. illness or death in the family
3. inability of the District to provide transportation
4. religious observance
5. medical appointments
6. quarantine
7. required court appearance
8. participation in a school-sponsored activity
9. pre-approved college programs
10. military obligations
11. other reasons as may be approved by the administration.

<b>Number of Days Absent</b>	<b>Action Taken</b>
After 5 days	Parent/ Guardian will receive a letter stating the number of absences.
After 10 days	Parent/ Guardian will receive a letter stating the number of absences and the impact it is having on the student's academic program. The Principal to follow-up will contact the parent.
After 15 days	Parent/ Guardian will receive a letter stating the number of absences and the impact it is having on the student's academic program. The Principal to follow-up will contact the parent. If further absences occur, the Principal will contact the Child Study Team to collaboratively problem-solve.
After 20 days	A Child Study Team meeting is scheduled. Parents are requested to attend the meeting to review the impact of the absences on the child's academic performance and a parent conference is requested.
After 25 days	The parent/guardian is requested to attend a second conference and/or Child Study Team meeting. The notification of this meeting may include references to the district's possible plans to contact outside agencies.

Parental Responsibility:

It is the responsibility of the parents/guardians to notify the office by telephone (854-7600) on the morning of the absence or tardiness as to the reason for such absence or tardiness. As a follow-up to any oral notification, parents/guardians **must** provide a written excuse within two (2) school days of the student's return to school containing the date of the absence or tardiness and reason for such. Failure to comply will result in an unexcused absence or unexcused tardiness being recorded in the register.

Early Dismissal:

**Parents may not dismiss students early by means of a phone call** (*except in the event of an emergency, and then only with the principal's direct approval.*) Pupils requesting early departure must submit a written note from their parent/guardian to the high school office at the beginning of the day of the early departure. The note must indicate the time and reason for such departure. Students will only be dismissed for the "excused" reasons listed above.

Making up missed classes:

It is the student's responsibility to obtain all make-up work from his/her teacher(s) immediately upon the student's return to school and complete all work as required by the classroom teacher. (*See also: Making up missed work*).

## **(AIS) ACADEMIC INTERVENTION SERVICES:**

### Definition:

Academic Intervention Services are services designed to help students achieve the learning standards in English language arts and mathematics in grades K-12 and social studies and science in grades 4-12. The services include two components:

1. Additional instruction that supplements the general curriculum.
2. Student support services needed to address barriers to improved academic performance.

The intensity of such services varies, but is always designed to respond to student needs as indicated through state assessment results or through other district-approved methods.

### Procedures:

**Students who do not meet the state designated performance level on state assessments must receive academic intervention services.** (*Generally, this means scoring a 1 or a 2 on the 7<sup>th</sup> & 8<sup>th</sup> grade exams; or less than a 65 on Regents exams*). Additionally, any student who is determined to be at risk of not meeting state standards will also be eligible for AIS.

The intensity of the academic intervention services provided by the district will vary based on individual student's needs. Students at greater risk will be scheduled more frequent AIS classes.

Students will be placed into AIS classes at the sole discretion of the district. Parents may not remove their children from AIS once it has been determined that AIS services are indicated. However, in the case of students who have not been deemed eligible for AIS services, parents or teachers may request that a student be considered. In such a case a meeting will be held including the parent, the teacher and the guidance counselor to determine whether academic intervention services would be appropriate.

AIS classes are officially scheduled courses that are graded on a satisfactory/unsatisfactory basis on the student's report card. Students may not drop or withdraw from an AIS course. Any student cutting an AIS class will be disciplined in the same manner as cutting any other class. (*See: Discipline Schedule*).

Students whose performance improves substantially, as evidence by performance on standardized tests, classroom grades, or teacher opinion, may be considered for a reduction in the scheduled amount of AIS classes.

**The only way for a student to be removed from academic intervention services is for that student to meet or exceed the state designated performance level on a state assessment or on an equivalent test.**

### **ASSEMBLIES:**

In order to avoid cutting any deeper into an already limited amount of instructional time, school assemblies will be conducted only when clear educational benefits are to be gained. Students are expected to be on their best behavior. Any disorderly or disruptive behavior will result in the student being removed from the assembly and additional disciplinary consequence being assigned as deemed appropriate by the principal.

### **ATHLETICS:**

A separate handbook titled, "*The Code of Conduct for Participating in Interscholastic Sports & Cheerleading*" is available through the athletic office. Please contact the Athletic Director to obtain a copy.

## BACKPACKS:

Backpacks and book bags are not allowed in classrooms or in any other rooms in the school. They are to be used only for bringing materials to and from home and should be stored in the student's locker throughout the day. Whenever possible students should try to reduce the load of books they are carrying by stopping at their lockers between classes.

## BOCES/VO-TECH:

Salem Central School District will provide transportation for any student who is enrolled in any BOCES placement or in any vocational education placement through the District. **Students may NOT drive themselves to or from any BOCES program or placement.** Any students who drive themselves or are driven by any other unauthorized individual will be disciplined for leaving school grounds without permission.

## BREAKFAST:

Breakfast may be purchased by the day, week or month. A monthly menu listing both breakfast and lunch choices will be available. For students who chose to eat it, breakfast is available in the cafeteria. Ample time is provided before the start of school to eat breakfast. The same behavior rules stated for lunch apply to the breakfast program. **Students who choose to eat breakfast are expected to be on time to their first period class. If a student is late to class from breakfast, he/she will be recorded as tardy unexcused and will be disciplined accordingly.**

### Breakfast pricing (subject to change):

Grades 7-12.....	\$1.00
Grades K-12 Reduced Price Breakfast.....	.25
Milk/Juice.....	.55

## CORPORAL PUNISHMENT:

The Salem Central School Board of Education encourages responsible school conduct and discipline in order to promote appropriate student behavior. In its promotion of that behavior, it prohibits the use of corporal punishment.

### Definition:

Corporal punishment is defined as any act of physical force upon a student to punish the student.

### Procedure:

**There are situations in which the use of physical force by staff is deemed appropriate or necessary**, thereby exempting the prohibition of corporal punishment. They are as follows:

- To protect oneself from physical injury.
- To protect a student, teacher or any other person from personal injury.
- To prevent destruction of school or any other property.
- To restrain or remove a student whose behavior interferes with orderly school functions after that student refuses to comply with a request to refrain from further disruptive behavior.

## COURSE ADD/DROP PROCEDURE:

The procedure for a student-initiated add/drop change is as follows:

1. The add/drop period will span the first ten days of classes of each semester.
2. Within this period, the student must meet with the guidance counselor to discuss the proposed change.
3. During the initial meeting, it will be determined if the change is appropriate or possible. If it is both, the student will be given an add/drop form to complete.
4. The student must obtain four (4) signatures on the form: 1) the guidance counselor; 2) the instructor of the class to be dropped; 3) the instructor of the class to be added; 4) the student's parent.
5. Once the form is completed it should be returned to the counselor for his/her comments and final approval.

6. If a teacher, parent or counselor feels that the change is not appropriate the change will not be granted.
7. Appeals will be heard by the principal.
8. **After the initial add/drop period, course changes will be avoided and may only be granted with the principal's written approval and only for extraordinary or emergency reasons.**

## **DANCES:**

### Supervision:

In order for a dance or "student activity night" to be held, the advisor/supervisor of the sponsoring organization and at least five additional teacher chaperones must be present. Of those six adults, at least one must be a volunteer trained in the use of an AED (Automated External Defibrillator). *See also: Automated External Defibrillators.*

Parent chaperones may be used, but not in place of the six staff members listed above. Additionally, one or more police officers may be present to assist the chaperones.

### Attendees:

Students in grades 7-12 may attend the dances if invited by the sponsoring organization. **To be allowed to attend any dance, a student must be eligible under the Eligibility Policy and must be present for at least ½ the school day, excluding lunch, on the day of the dance.**

In order to bring a guest to a dance, the Salem student must submit a completed *Guest Permission Form* to the high school principal one day prior to the event.

Each student is responsible for his/her guest. This means that any misbehavior by the guest will result in shared consequences. *Guest Permission Forms* may be picked up in the high school office.

### Procedures:

School dances will start at 7:00 p.m. and end at 10:00 p.m. The doors to the school will be locked at 8:00 p.m. After that time, no one will be allowed into the dance. **No students may leave before 10:00 p.m. unless they are picked up by their parent.**

### Student/Guest conduct:

**All school rules apply during dances.** Students are reminded that dances are a privilege. Therefore, any student violating school rules will be disciplined according to the discipline schedule and/or banned from future dances. Additionally, if the chaperones see fit, a student's parents may be contacted to come and remove the student or a guest from the dance. A student will be warned only once about inappropriate behavior or dress. Should a second warning be required, he/she will be removed from the dance (by his/her parent) and excluded from one or more future dances depending on the circumstances.

## **DRESS CODE:**

All students are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. As a general rule, any attire deemed disruptive or dangerous is not allowed. The following is a list of items that are not appropriate during the school day (8:00 a.m. – 3:12 p.m.)

- Hats, hoods, bandanas or sunglasses;
- Extremely brief or revealing garments such as tube tops or halter tops;
- Skirts and shorts that are shorter than fingertip length;
- Bare midriff tops of any sort;
- Badly torn clothing;
- Shirt straps that are less than 2-fingers wide;

- Plunging necklines (front and/or back);
- See-through garments;
- Underwear not covered by outer garments (including bra straps);
- Bare or stocking feet;
- Footwear that is a safety concern;
- Leggings that are not covered by a shirt, skirt, or shorts that are at least fingertip length;
- Winter coats;
- Items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability;
- Items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item. Any student who refuses to do so shall be considered insubordinate and will be subject to further discipline.

### **EARLY DISMISSAL:**

**Parents may not dismiss students early by means of a phone call** (*except in the event of an emergency, and then only with the principal's direct approval.*)

Pupils requesting early departure from school must submit a written note from their parent/guardian to the office at the beginning of the day of the early departure. The note must indicate the time, date and reason for such departure. Notes will be routinely verified by telephone. Students will only be dismissed for the "excused" reasons outlined in the attendance policy (*see: attendance*).

At the time of their dismissal, students may leave their classroom and report to the office. Students **must sign-out** before they leave school early. Failure to sign-out constitutes a violation of the discipline policy.

If necessary, parents may come in person to pick up their child. **Students will be released only to their parents and only through the office.** If the parent is not known personally to the office staff, he/she will be required to present personal identification in order to be able to pick up the student.

### **ELECTRONIC EQUIPMENT:**

Possession and use of any electronic equipment is strictly prohibited at Salem Central School. Students are not permitted to carry cell phones, I-pods, gaming systems, and/or any other electronic devices on their person, whether turned on or off, at any time during the school day (unless they are used for legitimate educational purposes under the direct supervision of a teacher). Cell phones and all other electronic equipment must be turned off and kept in the student's locker during the school day. Students found in possession of any electronic device between the hours of 8:00 a.m. and 2:30 p.m., will have the device immediately confiscated and turned into the high school office where it will be held until a parent/guardian picks it up. ***The school is not responsible for lost or stolen items.***

## EMERGENCY CLOSINGS:

There may be times during the winter months when it will become necessary to delay or cancel school due to inclement weather. The following television and radio stations will carry notification of Salem School's closing:

WRGB News center 6WTEN-TV 10	WNYT News 13	
WGY (810 AM)	WBZA (1230 AM)	WROW (59 AM)
WRVE (99.5 FM)	WGNA (107.7 FM)	WKLI (100.9 FM)
WFLY (92.3 FM)	WEQX (102.7 FM)	WYJB (95.5 FM)

## EXTRACURRICULAR ELIGIBILITY POLICY:

### Eligibility for Participation Grades 7 – 12

#### Purpose:

The purpose of the Extracurricular Eligibility Policy is to provide incentive for students to improve their academic performance as well as their behavior in school. For the purposes of this policy students are assumed to be eligible to participate in and be a spectator of any of the activities listed below. Students can be disqualified from eligibility to participate or spectate based on the academic and behavioral criteria set below.

#### Definitions:

Failing grade – any grade of 64 or less;  
5 week marking period grade – grade determined on the last day of the marking period for all work completed by the end of that school day.

#### Application:

- Applies to all students in grades 7-12 inclusive.
- Applies to all school sponsored and co-sponsored activities listed below.
- At the discretion of the 7-12 Principal other events or activities may be added to this list.

<ul style="list-style-type: none"><li>• Interscholastic sports competitions</li><li>• Cheerleading</li><li>• Drama Club</li><li>• FCCLA</li><li>• Overnight field trips</li><li>• School sponsored foreign travel</li><li>• Yearbook</li><li>• Homecoming</li><li>• Semi-formals</li><li>• FFA</li><li>• <b>**Prom**</b></li></ul>	<ul style="list-style-type: none"><li>• School sponsored out of state travel</li><li>• NHS</li><li>• Literary Magazine</li><li>• Student Board</li><li>• Mathematics Team</li><li>• FBLA</li><li>• Class officers</li><li>• SADD</li><li>• Attendance at games, dances, and events</li></ul>
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**\*\* Eligibility to the prom will be determined at the end of the 3<sup>rd</sup> marking period. Students who are failing 2 or more courses for the 3<sup>rd</sup> marking period (those who are on the probation list) will not be allowed to attend the prom. \*\***

### Academic component:

- a. Students failing 2 or more course (64 or less) at the end of each 5 week marking period will be placed on **PROBATION** until the end of the marking period.
- b. Incompletes are not necessarily failing grades but for the purposes of this policy will be handled as such.
- c. Only 5 week grades will be considered.
- d. Final averages at any time during the year are not considered.
- e. A student's academic status will be re-evaluated each 5 week marking period.
- f. All courses a student is enrolled in will be considered.
- g. If a student drops a class after the drop/add period, that course will continue to be considered throughout the conclusion of that course, with the grade at the time the course was dropped.
- h. Summer school grades will **NOT** be considered.

While on probation students must conform to the following criteria:

- a. Stay for extra help in the courses that they are failing.
- b. Display appropriate behavior.
- c. Be completing current assignments and working to make up back work (if applicable).

Students status while on probation will be evaluated on a weekly basis using the criteria stipulated above. Teachers will report weekly to the high school office the status of students on probation.

- a. If a weekly report indicates that the 3 criteria have been met in **EACH** of the courses the student is taking – the student retains eligibility until the evaluation of the next weekly report or the next 5 week marking period, which ever comes first.
- b. If a weekly report indicates that one or more of the criteria have not been met in **ANY** of the courses the student is taking the student will be ineligible until the next 5 week marking period.
- c. When ineligible, students will not be allowed to participate in extracurricular activities as defined above (due to health and safety concerns athletes will be allowed to practice but not attend or participate in any scrimmages or contests).
- d. Students who fail two or more courses in the **fourth quarter** will begin the next school year **on probation**.

### Behavioral component:

Eligibility will be determined based upon a point value system as described below.

- a. Students accumulating 6 points will become ineligible for a period of 3 weeks from the date of the most recent infraction.
- b. Point accumulation does NOT reset at the end of each marking period. Points will reset only after a student has reached the 6 point plateau.
- c. Students who serve a period of ineligibility due to behavior will have their point total at the end of the school year carry over to the fall. All other students will start the new school year with 0 points.
- d. Behavioral and Academic considerations will be served concurrently.
- e. Point value corresponds to each occurrence of an infraction leading to disciplinary action.

<b><u>Infraction:</u></b>	<b><u>Points:</u></b>
Out of School Suspension five or more days	6 points
Out of School Suspension	4 points <u>additional at discretion of principal</u>
In School Suspension	2 points
Loss of Transportation	2 points <u>additional at discretion of principal</u>
Office Detention	½ point
Lunch Detention	½ point

### **Monitoring:**

**Academic component:** It will be the responsibility of the 7-12 Principal or his/her designee to monitor the academic progress of each student every 5 weeks. It is further the responsibility of the 7-12 Principal or his/her designee to publish a “*probation list*” every 5 weeks and a weekly “*ineligible list*”.

**Behavioral component:** It will be the responsibility of the 7-12 Principal or his/her designee to monitor the behavior of each student throughout the school year. It is further the responsibility of the 7-12 Principal or his/her designee to publish a “*behavioral ineligible list*” at any time it is necessary.

### **Appeals:**

Students determined to be ineligible to participate by this policy may appeal this determination directly to the superintendent of schools, and if still not satisfied, to the Board of Education.

Appeals may only be based upon the following:

- a. An error in application of the policy; or
- b. An error in fact for determining the eligibility of the student.
- c. For behavioral purposes, students may not avail themselves of this appeal process to change a determination of guilt or innocence by the proper school authorities in relation to disciplinary matters. (That appeal should take place through regular disciplinary channels.)
- d. For academic purposes, students may not avail themselves of this appeal process to change an assigned grade by a teacher. (That appeal should take place through regular academic channels.)

**Implementation:** Implementation of the procedures of this policy shall supersede any other existing policy within the limits of New York State and Federal Laws.

### **EXTRA HELP:**

Students are encouraged to seek extra help any time they feel they need it. Teachers are readily available to provide help to students during study halls and 10<sup>th</sup> period.

Regardless of the activities students may have planned for after school, it is essential to remember that academics always take precedence. Additionally, a student’s participation rate in a course may be affected by his/her willingness to seek extra help when needed.

## **FIRE DRILLS:**

### Procedure:

A fire evacuation plan is posted in each room. Students are responsible for becoming familiar with plans in each of their classrooms. When the fire alarm sounds, students are to file out of the room and walk quickly and **quietly** to the designated exit. Running or talking is not permitted.

If a student is not directly with a teacher when the alarm sounds, he/she should go to the nearest exit and report to an adult. Students are to remain away from the building, out of traffic lanes and away from parked cars.

## **FOOD & DRINKS:**

**Students should not possess or consume any food or drinks anywhere outside of the cafeteria. This includes buses.**

### Exceptions:

There are only three exceptions to this rule:

1. "Bagged" lunches may be brought in on buses and stored in lockers prior to the student's scheduled lunch.
2. Food-related classroom activities may be conducted under the supervision of a teacher.
3. Students who have documentation from a physician indicating that they need to have food with them for medical reasons may carry and consume it as necessary.

**During the school day students may only purchase food from the Salem cafeteria. Students may not purchase food from outside vendors during the day, nor may they have other people buy it for them.**

**\*DIPLOMA REQUIREMENTS FOR STUDENTS ENTERING GRADE 9 IN:**

	SEPT	2007	SEPT	2008	SEPT	2009
UNITS of CREDIT:	RE DIPLOMA	ADV REGENTS	RE DIPLOMA	ADV REGENTS	RE DIPLOMA	ADV REGENTS
English	4	4	4	4	4	4
Social Studies	4(a)	4(a)	4(a)	4(a)	4(a)	4(a)
Mathematics	3(b)	3(b)	3(b)	3(b)	3(b)	3(b)
Science	3(b)	3(b)	3(b)	3(b)	3(b)	3(b)
Health	0.5	0.5	0.5	0.5	0.5	0.5
The Arts (c)	1	1	1	1	1	1
LOTE	1(d)	1(e)	1(d)	1(e)	1(d)	1(e)
Physical Ed.	2	2	2	2	2	2
Seq. Courses, Elect	3.5	3.5(f)	3.5	3.5(f)	3.5	3.5(f)
<b>TOTAL REQUIRED</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>EXAMINATIONS:</b>	<b>REGENTS DIPLOMA</b>	<b>ADVANCED REGENTS</b>	<b>REGENTS DIPLOMA</b>	<b>ADVANCED REGENTS</b>	<b>REGENTS DIPLOMA</b>	<b>ADVANCED REGENTS</b>
<b><u>Regents Diploma</u></b>						
English	1	1	1	1	1	1
Glob Hx. & Geo.	1	1	1	1	1	1
US Hx. & Gov.	1	1	1	1	1	1
Mathematics	1	2 or 3(h)	1	3 or 2(h)	1	3(j)
Science	1	2(j)	1	2(j)	1	2(j)
LOTE	(k)	1(l)	(k)	1(l)	(k)	1(l)
<b>TOTAL REQUIRED</b>	<b>5</b>	<b>7, 8, or 9</b>	<b>5</b>	<b>7, 8 or 9</b>	<b>5</b>	<b>8 or 9</b>
<b><u>Local Diploma (m)</u></b>	Local Diploma		Local Diploma		Local Diploma	
Regents Exam score of 65+: & Regents Exam score of 55-64: OR	4		N/A		N/A	
	1		N/A		N/A	
<b>For students with disabilities:</b>						
Regents Exam score of 55-64 (n):	1-5		1-5		1-5	
Regents Competency Tests (o):	1-6		1-6		1-6	

FOOTNOTES:

- (a) Four credits required, including 1 unit in American History and ½ unit each in participation in Government and Economics.
- (b) Students may meet the learning standards in technology either in a course in technology education or through an integrated course combining technology with mathematics and/or science. A commencement-level course in technology education may be used as the third unit of credit in science or mathematics, but not both.
- (c) The Arts are defined as dance, music, theater, and visual arts.
- (d) Students with a disability may be excused from the requirement for one unit of credit in LOTE if so indicated in the Individual Education Program (IEP). Students must receive LOTE instruction no later than the beginning of Grade 8 and complete 2 units of study by the end of Grade 9.
- (e) To earn the advanced designation, the student must complete one of the following: two additional units in a language other than English (3 LOTE credits total); career and technical education (5 credit CTE sequence); or the Arts (5 credit sequence). Students with disabilities who are exempt from the LOTE requirements as indicated on the IEP may earn the advanced designation as long as the required number of credits to graduate is met.
- (f) Sequence courses and electives may include LOTE, CTE, and the Arts.
- (g) Students must pass two commencement level Regents Exams in math through one of the following combinations: Math A and Math B; or Math A and Algebra 2/Trigonometry.
- (h) Students must pass one of four combinations of commencement level Regents Exams in math: for the two exam combination, Math A and Math B, or Math A and Algebra 2/Trig; for the three exam combination, Math A, Geometry, and Algebra 2/Trig, or Integrated Algebra, Geometry, and Algebra 2/Trig.
- (i) Students must pass three commencement level Regents exams in math through one of the following combinations: Math A, Geometry, and Algebra 2/Trig, or Integrated Algebra, Geometry, and Algebra 2/Trig.
- (j) A total of two Regents exams in science, with at least one in life science and at least one in physical science.
- (k) Students who complete Checkpoint A of the syllabus and two units of study in a single language other than English no later than the end of Grade 8 must pass the second language proficiency exam in order to earn one unit of credit toward the high school diploma.
- (l) If so indicated in the IEP, students with a disability may be excused from completing the additional LOTE units and the corresponding Regents Comprehensive Exam (RCT). Students completing a sequence of not less than 5 units of credit in CTE or the Arts are not required to complete the additional two units of LOTE or to pass the RCT in that language to earn a Regents Diploma with Advanced Designation.
- (m) Students who successfully appeal two Regents exam scores within 3 points of the 65 passing score and who meet the other requirements of the appeals process specified in the CR 100.5(d)(7) will earn a local diploma.
- (n) For students with disabilities who first enter grade 9 in Sept. 2005 and thereafter, a score by the student of 55-64 may be considered as a passing score on any Regents exam required for graduation with a local diploma.
- (o) Students with disabilities who fail one or more Regents exams and who pass the corresponding RCT will receive a local diploma.

*\*Please note that this is a summary of the document entitled "General Education & Diploma Requirements" from the Office of Elementary, Middle, Secondary and Continuing Education, NYSED, Albany, NY. Please allow for any typographical errors. Complete information for fulfilling diploma requirements may be viewed at: <http://www.emsc.nysed.gov>.*

## **HALL PASSES/AGENDAS:**

### Purpose:

In order to maintain order, ensure student safety, and adequately supervise students at all times of the day; while at the same time maintaining a student's right to move around the building independently; hall pass procedures have been instituted.

### Procedures:

At the beginning of the year each student will be issued a student agenda which contains all the hall passes. Students are expected to have these with them at all times during the regular day. Teachers are not allowed to issue paper passes; therefore any student who does not have his/her agenda will not be allowed to leave the room. Any student found outside of the classroom without an agenda may be disciplined for abusing pass privileges (*see: Discipline schedule*).

Any student who loses his/her agenda may purchase a replacement at the high school office. The replacement book costs \$5.00. This procedure is not meant to burden students and parents financially, it is meant to encourage responsible conduct on the part of students.

There are four types of passes, each is explained below. Passes are only valid if they are intact **in** the passbook with the student's name clearly written on them.

### 1. Hall pass

These passes are used for general **student-initiated** trips out of the classroom with a teacher's consent. Each student has a limited number of passes for each month. Once a student uses all of his/her hall passes for the month, he/she may no longer leave the classroom. (*Bathroom emergencies are an exception however; emergencies will be reported to the office where they will be recorded to ensure that no student is taking advantage of the pass system.*)

### 2. Teacher pass:

These passes are used for **teacher-initiated** trips out of the classroom. This means that if a teacher needs the student to go somewhere, the teacher will fill out a teacher pass rather than a hall pass. The main reason for this differentiation is to ensure that each student has an equal amount of hall passes regardless of how often he/she is sent out by a teacher.

A teacher pass is also used to excuse a student who has been kept after class by a teacher. Presenting a signed teacher's pass to the teacher of the following class effectively excuses a student for coming in late.

### 3. Pre-signed pass:

These passes are used when a student makes prior arrangements to visit a teacher during a study hall or during another class. The visit should be strictly for academic reasons or to make up missed class time. **Students should never be sent to another teacher's room unless that teacher has consented by signing a pre-signed pass.** Also, the teacher releasing the student must sign-off on the pass indicating the time the student left. This then becomes the student's hall pass.

### 4. Office pass:

This pass is given to students by office personnel only. These passes are used when students are late to school in order to enter their class. In addition, when a student is called down to any office this pass must be completed in order for the student to return to class.

## HEALTH SERVICES FOR STUDENTS:

Salem Central School employs a full-time school nurse who provides health appraisal and supervision, health counseling, emergency and first aid care, control of contagious illness and serves as an advocate for students. The school nurse is available for consultation with parents on health issues, and serves as a resource person for faculty and staff.

The nurse is always interested in parents' concerns and students' health. She can be reached in the Health Office at 854-6023 each day from 7:45 a.m. until 3:12 p.m.

### Injury or accident procedure:

Any person recognizing a medical emergency must report it immediately to the faculty member in charge of the activity. The adult in charge shall carry out emergency care procedures to the best of his/her ability, until relieved by school or medical authority.

Transportation of the ill or injured student will be provided by parents unless the illness or injury is such that the use of an emergency vehicle is required or the parent is unavailable.

After every injury, an official accident report form must be completed by the faculty or staff member and turned in to the Nurse's Office. Forms are available at the Nurse's Office.

When a student athlete receives an injury serious enough to miss several practices or a game, he/she must have a doctor's written permission to re-enter participation.

### Medication:

**STUDENTS ARE NOT ALLOWED TO CARRY AND/OR SELF-ADMINISTER ANY MEDICATION AT SCHOOL.** Medication should be given at home whenever possible. If it must be given during school hours, the following regulations apply:

- Medication must be brought to the school nurse in a container labeled by the pharmacy or physician, with the name of the student, name of the medicine and the prescription number, dosage and time of necessary administration. All prescription medications must be brought in by the parent/guardian – not the student.
- Any medication must be accompanied by a doctor's written instruction. Written permission from a parent or guardian is also necessary. Appropriate forms may be requested that the nurse's office.

The medication will be kept in a locked cabinet in the health office and will be given by the school nurse at the proper time.

### Illness at school:

In case of illness at school, parents will be notified and requested to provide transportation to the student's home. When parents are contacted, they assume responsibility for the student's leaving school. If a parent is not available, the high school office should be informed.

**Students who are sick will not be dismissed from school unless they are picked up by a parent.** Any student who leaves without notification to the nurse or principal will be considered truant.

Parental permission after the fact does not constitute an excused absence. The high school office and the guidance department should be notified if a student will be absent from school for an extended period of time.

### Reporting New Illness:

It is helpful for parents and students to participate regularly in healthy habits through out the year: Plenty of rest each night, healthy eating, good exercise, keeping immunizations up to date, and good hand-washing. But no matter how hard you try, outbreaks of illness occur. Please monitor your child's health and keep him/her home when they are experiencing diarrhea, vomiting, fevers, productive coughs, and open weeping rashes. This will minimize the spread of illness in school, while helping a quicker recovery.

Students or their parents should report any new illness, including allergies, to the school nurse as they develop. Students must also inform the school nurse of any physical disability or chronic illness that requires daily medication.

### School and Sports Physicals:

The State Education Department requires a yearly health screening be done on each student. Height, weight, vision, hearing, blood pressure and scoliosis are routinely screened in every grade. Any abnormalities are then reported to the parents for further follow-up. In addition, when students enter 7<sup>th</sup> and 10<sup>th</sup> grade, they are required to have a physical. This can be done by your own physician or at school by the school doctor.

An annual physical is required for all students before participating in a sport. Forms are available in the Health Office. The school provides free physicals each spring. If the physical is not done when offered by the school, it becomes the responsibility of the parents.

### Immunizations:

Immunizations must be up to date or students may not be allowed to attend school. Transfer students will be given reasonable time to provide proof of immunization. Immunizations against Hepatitis-B are required by law for all in coming 7th graders.

### Insurance for students:

As a service to our students Salem carries a student insurance policy. The student insurance plan is considered a secondary insurance plan. Any serious injuries must be reported to the school nurse as soon as possible after the injury. More detailed information with regard to student insurance can be obtained from the school nurse.

## **HOMEWORK POLICY:**

### Definition

Homework is defined as the out-of-class tasks that students are assigned as an extension of the classroom. Homework is a necessary and valuable part of school life, if properly designed, carefully planned, and geared to the development of the individual student's educational program.

### Purpose

The purpose of assigning homework is to:

- Encourage development of independent study habits, skills and responsibilities.
- Reinforce, enrich and extend learning by providing additional educational opportunities outside the classroom.
- Prepare students for learning by providing background knowledge.
- Help students to complete certain projects such as reading of worthwhile books and the preparation of research papers.
- Afford an opportunity for parents to acquaint themselves with the school program and their children's educational process.

## Parent's role

Parents should expect that their children will have homework and should consider it an important part of the school's requirements. To support this, parents are encouraged to:

- Provide for their children an adequate work space with good lighting; tools and supplies they need to do their work; and a quiet, uninterrupted study time, preferably on a regular schedule.
- Understand, accept and support the idea that their child may be required to stay 10<sup>th</sup> period (2:28 - 3:12 p.m.) in order to make up work.
- Show interest in their child's homework by monitoring it on a regular basis to see if it is complete.
- Contact school personnel as soon as possible if the need arises.

## Students' role

- Keep a written record of the assignments and their due dates.
- Plan adequate time to complete the assignments.
- Strive for neat, accurate and complete homework.
- Ask questions in class or seek help immediately after class or after school if the assignment is not understood.
- Work independently (that is to say, no copying) or work cooperatively with others as indicated by your teacher.

## Teachers' role

Teachers will strive to assign regularly, homework that is clear, meaningful and varied. To make homework an effective learning tool, it is suggested those teachers:

- Define and communicate expectations for homework to students and parents early in the school year (and repeat periodically).
- Regularly provide feedback to the students on the quality of the work they are doing.
- Be available for students to seek extra help.
- Inform parents as early as possible if homework difficulties occur.
- Individualize assignments, taking into account the ability level and interest of the students.
- Ensure that students thoroughly understand what the homework assignment entails.

## **Honor Roll:**

The honor roll is determined one week after each school quarter. Students with an 84.5%-89.4% average will be listed on the honor roll. Students with an average of 89.5%-or higher will be listed on the high honor roll. Classes are "weighted" so that a full year course has a value of 1.0, while a half-year course equals 0.5 and a quarter year course is .25. *Please note: students who have an "incomplete" as a grade may not be listed on any honor roll.*

## **10<sup>th</sup> PERIOD:**

10<sup>th</sup> period is from 2:28 – 3:12 p.m. Monday – Thursday. However, students who have all of their work completed and have not been detained by faculty or administrators are excused at 2:25 p.m. Teachers are available for extra help Monday through Thursday until 3:12 p.m. For disciplinary purposes, students may be required to stay during 10<sup>th</sup> period Monday through Thursday.

To avoid scheduling conflicts students should make prior arrangements with the teacher to stay during 10<sup>th</sup> period. If a conflict should arise, the following list should be used to prioritize what to do during 10<sup>th</sup> period:

1. Administrative detention  
*May be served with a teacher (see: administrative detention)*
2. Teacher detention
3. Making up missed class time
4. Getting extra help
5. Extracurricular activities and athletics

## **LATE BUS:**

### Purpose

Late buses will be available Monday through Thursday for the purpose of attending detentions, special classes, make-up work or extra help. There is no late bus on Friday. BOCES students will always be transported home on Fridays.

### Procedures

**Unless a student has a specific purpose, he/she should not remain at school after 2:25 p.m.** Students staying 10<sup>th</sup> period must get a bus pass from the supervising teacher.

Students are to go directly to the loading area at 3:12 p.m. Students must wait for their bus in an orderly and quiet manner and follow all procedures established by the late bus monitor. (See also: *Bus conduct.*)

Any student who attempts to board the late bus without a bus pass will be allowed to do so. However, that student will be referred to the office and disciplined as follows: *1<sup>st</sup> offense = warning. 2<sup>nd</sup> offense = detention. Additional offenses will be subject to further discipline.*

## **LATE TO CLASS:**

### Purpose:

Students have ample time between classes to visit their lockers and be on time for their next class. Coming into class late not only hurts the student who is coming in late, but also negatively affects the teacher and the rest of the class.

### Expectations:

All students are expected to be in their classrooms and in their seats ready to work when the bell rings.

### Procedures:

In order to minimize students coming in late to class the following discipline will be issued:

- **A late student will always be admitted into class.**
- 1st offense = verbal warning from the teacher.
- 2nd offense = referral to principal and office detention.
- 3<sup>rd</sup> & 4<sup>th</sup> offense = office detention; 5<sup>th</sup> offense = ALE;
- 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> offense = office detention; 9<sup>th</sup> offense = ALE; and so on...

## **LIBRARY RULES:**

### Philosophy

The Salem High School Library serves the research and reading interests of students, faculty, staff and the community at large. Our large goal is literacy in a supportive environment, where we can guide information searches, build technical and computing skills and teach students and faculty how to access and use many additional database resources. On a daily basis, we promote student access to literature, news and the changing world at large. First and foremost, the library supports and extends the academic studies of each student.

### Procedures

Using the library requires that students:

- Sign in and out.
- Respect and maintain a quiet atmosphere for study, reading or research.
- Cooperate with supervising faculty and staff.
- Keep all food and drinks out of the library.
- Observe computer etiquette: (no e-mail, messaging, shopping, downloading or games) subject to a one month suspension from the library.
- Restrict computer "picture requests" to conserve paper and toner. Select needed information carefully and print one copy only.
- Return borrowed materials in a timely fashion. Additional loans will be cut off if your overdue item is three weeks late.
- The library may be closed or restrict the number of study hall students if a library class is scheduled.

### Use of library during study halls

Students who wish to use the library during their study hall time may do so only if they have a legitimate need to use the library's resources. The library is not to be used as a social gathering area.

### Procedure

- Students who would like to go to the library for study hall must first report to their study hall teacher to sign out.
- The librarian may restrict the number of study hall students as necessary.
- If the library is not available, students are to return immediately to their study hall.
- Upon admission to the library, the student must sign-in indicating their name, study hall room number and purpose for coming.
- The sign-in sheet will be sent around to all study hall teachers to notify them of their students' whereabouts.
- Once in the library, students must stay there for the whole period.
- Student must be working during the entire period.
- All other library rules apply.

**If a student is failing two or more classes, library privileges are suspended.**

**To use the library during 10<sup>th</sup> period, students must obtain a pre-signed pass from the Librarian before noon.**

## LOCKERS:

Students have no reasonable expectation of privacy with respect to their lockers, desks and other school storage spaces. School officials retain complete control over them. This means that student lockers, desks and other school storage spaces may be subject to search at any time by school officials, without prior notice to students and without their consent.

Students are encouraged not to leave any valuables in their lockers. Students are responsible for the security of their lockers. Locker combinations should not be revealed to anyone. Students should not permit others to use their lockers. Lockers are to be kept locked. Students are not to deface or damage lockers or use magic markers, paint or stickers inside or outside their lockers.

All lockers need to be emptied and cleaned before final exams in June. They will be inspected. Any damage, graffiti or stickers that require repair or removal will be **billed to the parent/guardian of the student assigned to the locker**. If someone damages or defaces your locker during the year – report it at once.

## LUNCH:

Breakfasts/Lunches may be purchased by the day, week or month. A monthly menu will be available that lists both breakfast and lunch choices. Your child will be scheduled for lunch with his/her class for approximately 20 minutes per day.

Listed below are the existing lunch prices for the school year (subject to change):

Grades 7-12.....	\$2.25
Grades K-12 Reduced Price Lunch.....	.25
Milk/Juice.....	.55

### Free and reduced lunch:

The Free Lunch Program, a federal and state supported program, will be available to those students whose parents complete the application form from the district.

Qualifications are based on family income and number of children in the home. For further information, call the cafeteria manager at 854-6040.

### 7-12 lunch rules:

- Charge slips may be obtained in the cafeteria from an aide. A student may not charge again until the charge slip is paid in full.
- Dangerous or disorderly conduct will result in consequences as per the discipline schedule.
- No food or beverages are to leave the cafeteria.
- Students may remain either in the cafeteria or go to the other inside or outside area designated for their use. These areas may be the auditorium, cafeteria or playground. Off-limit areas are the student and circular parking lots, the area beyond the tree line, the front of the building, or the rest of the interior of the building, other than the auditorium. Being in an off limit area without a pass will result in consequences as per the discipline schedule.
- Students must have prior permission to be anywhere else during the lunch shifts.
- Students should use the bathrooms in the gymnasium area only during lunch. Elementary bathrooms, especially those near the cafeteria are off-limits to grades 7-12.
- All students must remain on school grounds during the school day (except students with applicable privileges).

## **MAKING UP MISSED WORK:**

Tests, quizzes, homework or other work missed due to absence from school is to be made up. The student, parent or guardian must check with the teachers for missed tests or assignments. The deadline for completion of work will be at the discretion of the teacher, but the general rule is that missed work should be completed in the amount of time equal to the time missed plus one day.

### Procedure:

- Requests for homework must be made by 8:30 a.m. to the high school secretary in order to be distributed to teachers by way of the 8:45 morning bulletin. This is the only time during the school day that homework may be requested. Gathering homework for absent students is a courtesy offered by the high school office and does not guarantee delivery of all assignments.
- Teachers are asked to deliver assignments to the high school office no later than 2:00 p.m.
- Homework is available for pickup in the high school office between 2:00 p.m. and 3:30 p.m.

Any long-term (5 days or more) absences due to illness should be reported to the high school office and the guidance office as soon as possible so that alternate educational services may be arranged if appropriate.

## **NATIONAL HONOR SOCIETY:**

To be eligible for the National Honor Society, a student must maintain an 87.5 GPA through his/her junior year. Students then receive points for extracurricular activities such as sports, clubs, community and church activities and service learning, Members of the faculty rate each student on character, leadership and service. A meeting of a faculty council determines the students that will be inducted based on the above criteria. Any inquiries regarding the National Honor Society may be addressed to Mrs. Carol McPhee.

## **POSTER POLICY:**

Posters and announcements displayed at Salem Jr/Sr High School must be approved by the principal prior to being displayed. Posters lacking approval will be removed. These items will be placed on bulletin boards and ceramic tile walls only and may not be placed on painted walls or windows. The principal may grant exceptions.

## **PROGRESS REPORTS:**

### Interim Reports:

Interim reports are generated at the 5-week point during each marking period. Interim reports are given directly to the student to take home. Interim reports are not mailed home.

### Weekly progress reports (optional):

Weekly progress reports are an option that parents or the guidance counselor may request. The student picks up a progress report form on Friday morning and takes it to each of his/her teachers so that they may note that week's performance or progress. The student takes the report home over the weekend for review. The parent signs the report and the student discusses the report with the guidance counselor Monday morning before first period.

Additional concerns:

If parents have any concerns at all, they are encouraged to contact the guidance office directly. In the case of serious academic difficulties, parents should call to schedule a meeting. At a parent's request or at the request of the teacher, guidance will schedule a meeting with the student, parents and all teachers to discuss the student's progress.

**SEXUAL HARASSMENT:**

Title IX of the Education Amendments of 1972: The Salem Central School District does not discriminate on the basis of race, religion, color, or national origin in the employment and education opportunities it offers, including vocational educational opportunities.

Also, as required by title IX of the Education Amendments of 1972, the Salem Central School District does not discriminate on the basis of gender in educational programs or appointments of employees, employee pay and benefits, counseling services for students, access by students to educational programs, course offerings, textbooks, and student activities.

The Superintendent of Schools will provide information upon request, including information on complaint procedures, to any student or employee who feels that his or her rights under title IX may have been violated by the district or its officials. In addition, any student or employee may make an inquiry or a complaint directly to the Federal Office for Civil Rights. The address and phone number of this office may be obtained from the Superintendent's office, 854-7855.

Students and sexual harassment:

The school is committed to safeguarding the rights of all students to work and learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when a student perceives such behavior as unwelcome, such as inappropriate touching, verbal or written comments, sexual name-calling, gestures, jokes and pictures.

Students who believe that they have been subjected to sexual harassment by any individual on school grounds or at school activities, should report the alleged misconduct immediately to their bus driver, school nurse, teacher, counselor, principal or superintendent.

Reports of sexual harassment will be thoroughly investigated. Violation of this policy will be treated as a serious disciplinary infraction. No student shall be subjected to adverse retaliation for any good-faith report of harassment or for participating in an investigation about harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. A person who is found, after an appropriate investigation, to have engaged in the sexual harassment of a student or a school employee will be subject to appropriate disciplinary action.

**SKATEBOARDS AND RECREATIONAL VEHICLES:**

Due to the risk of injury and school insurance restrictions, skateboards, roller blades, snowmobiles, ATV's or any other recreational vehicles are not allowed on school property. Bicycles may only be used as commuting vehicles.

**SPECIAL EDUCATION:**

Definition:

Special Education means specially designed individualized or group instruction or special services or programs to meet the unique needs of any students with disabilities. Special education services and programs are provided at no cost to the parent.

Procedure:

**Step 1: Initial Referral for Special Education Services**

Students suspected of having a disability are referred to a multidisciplinary team called the Child Study Team. For more specific questions, or if you feel your child might be a child with a disability, call Mr. Richard Phaneuf at 854-6020.

**Step 2: Individual Evaluation Process**

The Committee evaluates the student's abilities and needs.

**Step 3: Determining Eligibility for Special Education Services**

Based on the results of the testing and previous interventions, the Committee decides if the student is eligible to receive special education service and programs.

**Step 4: Individualized Education Plan**

If the child is eligible to receive special education services, the committee develops and implements an appropriate Individualized Education Plan (IEP), based on the evaluation results, to meet the needs of the student.

**Step 5: Annual Review/Reevaluation**

The IEP is modified or revised by the Committee at the annual review. At least every three years, the student has a reevaluation to ensure that the student continues to need special education programs and services and to revise the IEP, as appropriate.

This process occurs sequentially with each step building on the previous one. In this way, comprehensive information about the student is obtained and considered. Timelines are in place so that delays are avoided. Parents are an integral part of this process, and your involvement is strongly encouraged.

It is important to remember that special education is a service or a program: it is not a place. Throughout the process, consideration must be given to how special education services and/or programs can be provided in the least restrictive environment. Committees must first consider placement in a regular education program with supplementary aids and services provided to the student and/or the student's teacher in that setting.

Alternative placements, such as special education classes, special schools or other removal from general education environment should be considered only when the Committee determines that a student's education in the regular education classes cannot be satisfactorily achieved, even with the use of supplementary aids and services.

**STUDENT PARKING:**

Purpose:

In order to give students the opportunity and privilege of driving to school, while maintaining safety and fairness in the process, the following student parking procedures have been established:

Procedures:

*Sec. 1670 of the Vehicle and Traffic Law authorizes school districts to regulate, restrict or prohibit parking or standing, and to regulate the direction and speed of traffic and otherwise to regulate, restrict or prohibit the movement of motor traffic on any parking fields, driveways, or public ways accessory to any school, playground or facility under the jurisdiction of the school district. Under the law, a violation of any such rule or regulation will be a traffic infraction subject to full penalty of the law.*

The limited number of student parking spaces will be given to the senior class first. A student must be a licensed driver in order to apply for parking privileges. Students will receive a numbered parking tag. Tag numbers are assigned to each student as a reference for identifying them and the vehicle that they will be driving to school. Tag numbers **do not** designate a parking spot number.

Students are to park in any available spot in the student parking lot by the tennis courts. Students are not allowed to park on the high school circle, the paved lot by the primary building/playground area, the dirt parking lot by the bus garage, Warren Street, or East Broadway. Any vehicle parked on school grounds without a parking tag displayed will lose parking privileges and may face additional disciplinary consequences.

#### Rules:

- No student is to enter any vehicle during the school hours of 8:05 - 2:25 unless authorized to do so by the principal.
- Vehicular speed on school property must never exceed 10 miles per hour.
- Vehicles may not pass occupied buses on school property.
- Buses will always have the right away.
- Vehicles must first stop when executing turns into areas where vision is partially or completely obstructed.
- By signing and registering a vehicle to be parked on school property, the student grants school and law enforcement officials the right to search said vehicle for contraband with probable cause.
- Cars will be parked only in designated student parking areas with the tag prominently displayed on the rear view mirror.

#### **STUDY HALLS:**

Seating Chart - The teacher in charge will make a seating chart in his/her plan book and arrange students in the position where they will be subjected to the least disturbing factors. The seating chart should be kept accurately and up to date. Students will be given definite seat assignments.

Attendance - Attendance will be checked carefully every period. A sign-in sheet from the library will be delivered to all study hall teachers each period to let them know which students are in the library.

Study Habits - The teacher will see that every pupil makes an honest effort to complete work. In other words, a study hall is a supervised study period, and it will be kept quiet and orderly at all times.

Discipline - Students are not to leave their seats without permission. Students should not socialize. All other classroom rules apply to study halls.

Sign-out - Agendas are to be used at all times. NO AGENDA, NO PASS! Students must come prepared to work. Locker trips will be kept to an absolute minimum. Students are not allowed to go to other classrooms without a pre-signed pass secured beforehand from the teacher involved.

Study Hall Privileges - Study hall privileges, passes, sign out, etc. may be taken away from any student if the student abuses them. High school students will not be sent to a study hall, the library, or the computer lab for disciplinary purposes.

#### **TELEPHONES/MESSAGES:**

Students may use the office phone for school-related matters only. Students will not be called out of class to take a telephone call except in an emergency. In the event of extra-curricular event cancellations or emergencies, students will be allowed to call home from a classroom or the office to notify parents.

**Students are not permitted to carry cell phones on their person, whether turned on or off, at any time during regular school hours: 8:00 a.m. – 2:30 p.m. Cell phones are to be turned off and kept in the student's locker for the entire school day. Students found in possession of a cell phone at any time between the hours of 8:00 a.m. and 2:30 p.m. will have the phone immediately confiscated and turned into the high school office where it will be held until a parent/guardian picks it up. *The school is not responsible for lost or stolen item cell phones.***

*Please remember that the office secretaries assist the administrators, the faculty and the staff. As a result of increasing responsibilities, passing on non-emergency messages between parents and students can only be done on a limited basis. Parents and students - please plan ahead!*

### **TOP 10 SENIORS:**

Each year, the ten seniors with the highest cumulative grade point average are announced as the **Top 10 Seniors**. This is a great academic honor at Salem Washington Academy.

All courses are used in the ranking, each being weighted according to its credit and honors/AP status. Final rank is calculated after the end of the 3<sup>rd</sup> marking period. Information is shared with students, parents and then the media.

### **TRANSPORTATION TO SCHOOL SPONSORED EVENTS:**

Transportation that is sponsored by the school or by a school sponsored organization is under the jurisdiction of the school. Conduct shall be in accordance with existing standards (*See: Bus conduct.*) Teachers, coaches, and chaperones will be in charge.

Students participating in off campus functions are not permitted to drive to those functions.

**No student riding a bus to a function or athletic event will be allowed to ride home with anyone but a parent. NO EXCEPTIONS.**

### **TRUANCY:**

Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court. (*See: discipline schedule.*)

Chronic truancy of a student below the compulsory education age will result in the filing of a Truancy Prevention Referral and/or a PINS (Person in Need of Supervision) petition.

### **VISITORS:**

#### General:

A visitor is anyone who is not a regular staff member or a student of the school. The school policy is to accept any visitors who have legitimate business at the school. All visitors must sign in and out at the office and wear a visitor badge at all times.

Visitors are expected to follow all school rules and conduct themselves in an appropriate manner. Any failure to meet this expectation may result in a visitor being asked to leave the premises. Any individual on school grounds without legitimate school business may be considered a "criminal trespasser" and may be reported to the local authorities as such.

Parental visits to the classroom:

Parents are generally welcome to visit and observe their child's classroom. However it is vital that any parent interested in doing so make arrangements with the classroom teacher at least 48 hours in advance and be willing to schedule the visit on a day on which the visit will be minimally disruptive to the instructional process.

**VOLUNTEER RESCUE/FIRE:**

Students who are on volunteer squads may not leave during the school day. Volunteering for the rescue squad or fire department is a very positive and worthy endeavor. However, it is not recognized by the state of New York nor the Salem Board of Education as a legal reason to miss classes.

## DISCIPLINE SCHEDULE 2011-2012:

	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
<b>LEVEL I</b>	Warning or Detention	Detention or ALE	ALE or Suspension	ALE or Suspension
<b>LEVEL II</b>	Det, ALE, or Suspension (1-3 days)	ALE or Suspension (2-5 days)	ALE or Suspension (3-5 days)	ALE or Susp. (5 days) Supt. Hearing
<b>LEVEL III</b>	ALE or Suspension (1-5 days)	Suspension (3-5 days)	Superintendent Hearing	Superintendent Hearing
<b>LEVEL IV</b>	Suspension (3-5 days)	Suspension (5 days)	Superintendent Hearing	Superintendent Hearing
<b>LEVEL V</b>	5 days suspension and superintendent's hearing.			

**LEVEL I offenses:** Generally minor infractions such as:

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|--|--|
| <ul style="list-style-type: none"> <li>▪ Cell phones, I-pods, gaming systems or any other electronic devices will be confiscated and brought to the high school office.</li> <li>▪ Food or drinks out of the cafeteria</li> <li>▪ Littering</li> <li>▪ Hallway with no passbook</li> </ul> | <ul style="list-style-type: none"> <li>▪ Excessive show of affection</li> <li>▪ Parking violation</li> <li>▪ Running in halls</li> <li>▪ Skateboarding/rollerblading on school grounds</li> <li>▪ Making unreasonable noise</li> </ul> |
|--|--|

**LEVEL II offenses:** More serious infractions and disruption:

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|--|---|
| <ul style="list-style-type: none"> <li>▪ Abusing pass privileges</li> <li>▪ Dress code violation</li> <li>▪ Failure to stay after for a teacher</li> <li>▪ Rude or discourteous behavior</li> <li>▪ Cutting class</li> </ul> | <ul style="list-style-type: none"> <li>▪ Removal from class for disruption</li> <li>▪ Speaking/gesturing in vulgar or profane manner</li> <li>▪ Cafeteria disruption</li> </ul> |
|--|---|

**LEVEL III offenses:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Disruption during detention</li> <li>▪ Disruption or inappropriate behavior during a field-trip or assembly</li> <li>▪ Excessive horseplay</li> <li>▪ Forgery or alteration of pass</li> <li>▪ Tobacco use or possession</li> <li>▪ Leaving school grounds without permission</li> </ul> | <ul style="list-style-type: none"> <li>▪ Forgery of early dismissal or absentee excuse</li> <li>▪ Insubordination</li> <li>▪ Lateness to class, chronic</li> <li>▪ Throwing objects</li> <li>▪ Truancy</li> <li>▪ Verbally or physically harassing another student</li> </ul> |
|---|---|

**LEVEL IV offenses:**

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|--|---|
| <ul style="list-style-type: none"> <li>▪ Disruption or insubordination in ALE room</li> <li>▪ Fighting</li> <li>▪ Assaulting a student</li> <li>▪ Damaging/defacing school property</li> </ul> | <ul style="list-style-type: none"> <li>▪ Leaving ALE room w/o permission</li> <li>▪ Stealing/possession of stolen property</li> <li>▪ Swearing at a teacher or staff</li> <li>▪ Dangerous vehicle misuse on school grounds</li> </ul> |
|--|---|

**LEVEL V offenses:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Assaulting faculty/staff member</li> <li>▪ Bomb threats or false alarms</li> <li>▪ Drugs or alcohol – use or possession on school grounds</li> <li>▪ Damaging private property</li> <li>▪ Damaging school property</li> </ul> | <ul style="list-style-type: none"> <li>▪ Extortion</li> <li>▪ Threatening a faculty or staff member</li> <li>▪ Threatening to use a weapon</li> <li>▪ Weapon (actual or apparent) - possession on school grounds</li> </ul> |
|--|---|

**Please note -- The school administration has full discretion over the nature and scope of all disciplinary consequences.** The aforementioned schedule is intended as a general guide in determining the likely penalty for some offenses. Administration reserves the right to increase or decrease penalties based on the following: the student's grade in school, the student's prior disciplinary record, the severity of the offense along with the circumstances that led to it, the effectiveness of other forms of discipline, information from concerned parties as well as other extenuating circumstances.

### **Administration's Discretion:**

The following offenses are deemed unacceptable at Salem Central School and will be dealt with on an individual basis by Administration. In all cases emphasis will be put on students' welfare and a prompt and fair resolution of the situation. All violations are explained in greater detail in the Salem Code of Conduct.

- Defamation
- Discrimination
- Intimidation/bullying
- Harassment
- Hazing
- Indecent exposure
- Possession of obscene materials

### **Other offenses:**

- At the beginning of each semester tardiness to school will result in the following: 1<sup>st</sup> three tardies = warning. Tardies #4 through #7 = office detention each time. Tardy #8 = ALE. Tardies #9 through #11 = warning. Tardies #12 through #15 = office detention each time. Tardy #16 = ALE, etc.
- Skipping an office or teacher detention (10<sup>th</sup> period) will result in the student having to serve the missed detention plus an additional office detention.
- Skipping an office detention or teacher detention (10<sup>th</sup> period) a second time will result in a 1-day out of school suspension plus an additional office detention. **(Missing a 10<sup>th</sup> period assignment is the same as leaving school grounds without permission. The regular school day ends at 3:12 p.m.)**
- Generally, bus misconduct will result in temporary loss of bus privileges.
- A parking violation may result in loss of parking privileges.
- Computer-violation of acceptable use policy: 1<sup>st</sup> offense = loss of computer privileges for 10 days; 2<sup>nd</sup> offense = loss of privileges for 30 days; the 3<sup>rd</sup> offense will result in a loss of privileges for the remainder of the school year.

### Procedures:

The amount of due process the student is entitled to receive before a penalty is imposed depends on the penalty. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate to the extent necessary the facts surrounding the alleged misconduct.

All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

### **Alternative Learning Environment (ALE):**

#### Definition

The Alternative Learning Environment (In-School-Suspension) is a disciplinary consequence for disorderly, disruptive or insubordinate students or for students who engage in "avoidance" behavior such as truancy and/or cutting class. **Students spend the entire day - from 8:00 a.m. to 3:12 p.m.** in the ALE room working on assignments provided by their classroom teachers. Lunch is eaten in the ALE room.

#### Purpose

The main purpose of ALE is to provide students with a disciplinary alternative to out-of-school-suspension while providing them with an equivalent educational experience outside of the classroom. Students are supervised by a staff member who monitors student behavior and works in accordance with classroom teachers to ensure that students are receiving meaningful instruction.

#### Procedure

- After a student is referred to the office for violating the disciplinary code, he/she will be provided with a due-process meeting with Administration.
- If it is determined that the student's behavior is serious or chronic enough, Administration will assign the student ALE as soon as practical.

- Administration will attempt to contact the student's parents by telephone and notify them, in writing, of the day of and reason for the ALE.
- Parents have a right to request an informal conference with Administration.
- The ALE teacher will contact all of the student's classroom teachers as soon as possible to notify them that the student will be serving in ALE.
- In turn, the student's classroom teachers will prepare relevant and meaningful assignments and deliver them to the ALE room as soon as possible.
- The ALE teacher will collect assignments and administer them to the students during the day, helping where necessary.
- The ALE teacher will return the assignments to each individual teacher's mailbox.
- **Students who complete their assignments in ALE will be recorded by individual classroom teachers as "present" on the day of the ALE.**
- **However, students who do not complete their assigned work in ALE will be marked "absent-excused" for the day of the ALE. Failure to complete assigned work in the ALE room may have serious consequences on the student's attendance record.**
- **Students who are disruptive, disorderly, and insubordinate or who leave the ALE room without permission will be subject to out-of-school-suspension.**

### **BUS CONDUCT:**

It is important to understand that students are under the authority of the school bus driver while being transported to and from school. The lives of students and driver cannot be put at risk. Therefore, no misconduct can be tolerated that may jeopardize safe travel.

The following is a list of acceptable and expected behavior for students on buses:

- The driver is in full charge of the bus and all of its riders.
- Unless parents make a special request in writing to the high school office and have it approved by the principal, students must ride their assigned bus and get on and off at their assigned stop.
- Students are to be at their school bus stop on time and are to stay off the road at all times while waiting for the bus.
- Students are to board the bus in a single file, move quickly to their seats and are to remain seated at all times while the bus is in motion.
- Students are forbidden to extend any portion of their body or any item out the bus windows.
- Students may talk in a normal tone of voice, but yelling or unnecessary confusion is prohibited since it diverts the driver's attention from traffic and road hazards.
- Students are not permitted to eat or drink on the bus.
- No paper or rubbish is to be thrown on the floor or out the window.
- NO PETS or animals may be transported on the bus.
- Students will be held responsible for any deliberate damage they may cause on the bus.
- In case of emergency, students are to stay on the bus and follow the driver's instructions.
- Students are not to loiter around the bus loading and unloading zones.
- When leaving the bus, students must cross (if appropriate) the road ten feet in front of the bus.

### Bus Misconduct Reporting Procedure:

*NOTE: Depending on the severity of the incident, a student may be suspended from riding the bus, as well as from school, without having received a prior misconduct report.*

## **CHEATING AND PLAGIARISM:**

Both of these infractions involve taking another person's work or ideas and claiming them to be one's own. Students who show intent to, or actually practice cheating or plagiarism will receive a zero on the assignment in question. Additional penalties may be imposed at the discretion of the teacher and administrators.

## **DETENTIONS:**

### Teacher Detention:

A teacher detention may be assigned by a teacher or an Administrator. It may be assigned for disciplinary reasons, but it is most often used to remedy academic problems.

Students are to report to a location as designated by the assigning individual and are expected to stay for the duration of 10<sup>th</sup> period - 2:28 p.m. to 3:12 p.m. Students are closely supervised by the teacher and must spend their time working on making up missed work or completing relevant assignments.

Failure to show for a teacher detention will result in the student having to serve the missed teacher detention plus one additional office detention. (See: *Discipline schedule*).

### Office Detention:

An office detention may be assigned by Administration as outlined by the code of conduct. (See: *Discipline schedule*).

Students report to the detention room and are expected to stay for the duration of 10<sup>th</sup> period - 2:28 p.m. to 3:12 p.m. Students must spend their time in office detention doing schoolwork or reading. Students who do not bring work with them to detention will be made to copy a verbatim text at the discretion of the detention supervisor.

Failure to show for an office detention will result in two additional office detentions being assigned. (See: *Discipline schedule*).

### Additional procedures:

Any student who accumulates more than three office detentions will be assigned one day of ALE instead of the detentions.

If a student's teacher deems it appropriate, a student may serve his/her office detention with that teacher. This option is to be exercised only when a student's academic performance will greatly benefit from spending additional instructional time with the teacher. The student reports to the detention room and presents a teacher's pass from the teacher with whom the student will be serving the detention. That teacher is then responsible for the student until 3:12 p.m.

Valid reasons for missing a detention are listed in the attendance policy with the exception of # 8 (see: *Attendance policy: Excused absences*.) Additionally, the pre-arranged care of a sibling will be considered a valid excuse for the purpose of rescheduling a detention provided that is documented by a note on the following day. (See: *Discipline schedule*).

**Employment, rides, senior privileges or extra-curricular activities, including practices and games, do not excuse a student from attending either teacher detentions or office detentions as assigned; nor are they to be used as a reason to reschedule.**

If a student misses a detention he/she must bring a signed note from his/her parent on the following day citing a valid excuse. Failure to produce a written parental excuse for missing a detention will result in disciplinary consequences as per the discipline schedule. (*See: Discipline schedule*). All notes are subject to phone verification.

### **OUT OF SCHOOL SUSPENSION (OSS):**

Continuous and willful refusal to accomplish school tasks though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotics laws, use or possession of alcoholic beverages or tobacco, hazardous or unauthorized use of automobiles, use or possession of weapons or fireworks, or violation of any local, state or federal laws.

Parents or persons in parental relation to the student will be notified in writing of actions taken and will have complete custody and jurisdiction of their child during the suspension.

#### Procedure

- After a student is referred to the office for violating the disciplinary code, he/she will be provided with a due-process meeting with Administration.
- If it is determined that the student's behavior is serious or chronic enough, Administration will assign the student one (1) to five (5) days of OSS, effective immediately or for the following day (depending on the offense).
- The length of suspension will be determined by Administration and will reflect the offense committed.
- For chronic or serious offenses, an Administrator may request a superintendent's hearing to determine if a longer suspension is warranted.
- An Administrator will contact the student's parents by telephone and also notify them in writing of the dates, duration and reason for the OSS.
- Parents have a right to request an informal conference with Administration before the OSS takes effect.
- Students under the age of 16 have a right to be tutored after school during their suspension. ***It is up to the parent/guardian to call the guidance office to make arrangements for tutoring.***
- **For attendance purposes, an OSS is considered an "excused" absence. However, if a student takes advantage of district-provided tutoring, he/she should be considered "present" as far as determining course credit is concerned.** (*See: Attendance policy.*)
- A student may not loiter or appear on school property or at any school-sponsored activity at or away from school – except for tutoring – while he/she is suspended.
- The principal may request a conference with the student and a parent before the student returns to school.
- Homework, tests and class time may be made up at the discretion of the classroom teacher, but must be initiated by the student.

### **Computer Use Policy:**

*Please note that the following is only a summary of the actual policy.*

With access to computers and people within the Salem Central School System and all over the world also comes the availability to information of little educational value in the context of the school setting. However, on a global network it is impossible to monitor all access. An industrious user may discover information and material that is inappropriate for our school setting. We (Salem Central School District) firmly believe that the valuable educational and/or instructionally focused information and interaction available on this network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Salem Central School bears the responsibility to educate its users on the appropriate use of campus systems within the context of proper and ethical use of the District's technology.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities when you use the school district pathways to the Internet and the school district intranet. In general, this requires efficient, ethical and legal utilization of the network resources. If a Salem Central School District user violates any of these provisions, his or her account will be terminated and future access could be denied.

### **Internet - Terms and Conditions of Use**

1. **Acceptable Use** - The purpose of Salem Central School District provided access to its own internal network and to the Internet is to support research for approved users by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Salem Central School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national, state or Salem Central School District regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges** - The use of the Salem Central School District provided computer systems is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The building administrators and/or superintendent of schools will deem what is inappropriate use by a student. Also, the school district administrators may close a student account at any time as required.
3. It is the responsibility of a user to obtain the prior consent of the technology facilitator before any software is installed or used on school district owned and operated computer equipment (or the like).
4. **Sanctions**
  - a. Violations may result in the loss of access. Users involved will be informed of the nature of alleged violations, and they will have the opportunity to respond to them.
  - b. Additional disciplinary action may be determined at the building level in line with existing practices regarding inappropriate language or behavior.
  - c. Users may be required to make full financial restitution for any damage they cause when using school district equipment.
  - d. When applicable, law enforcement agencies may be involved when violations occur.
5. **Network Etiquette** – Each user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a) Be polite. Use no abusive language when communicating with others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c) Do not reveal your personal address or phone number, or addresses and phone numbers of students or colleagues.

- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system may have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) Information obtained via the network is assumed to be copyrighted unless otherwise noted.
6. Salem Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Salem Central School District will not be responsible for any damages suffered. These damages may include but not be limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at one's own risk. The Salem Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. **Security** - Security on any computer system is a high priority, especially when the system involves many users.
- a) If a user can identify a security problem on the Internet, he/she should notify whoever is supervising the activity. The supervisor should make the building principal aware of the problem. Do not demonstrate the problem to other users.
  - b) No user may use another individual's account.
  - c) Attempts to log-on to the Internet as a system administrator or as another user will result in cancellation of user privileges.
  - d) any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District's system.
8. **Students in grades 7-12** may be granted access to an account for up to one academic year at a time when they:
- a) Read and agree to follow the Acceptable Use Agreement. This agreement is formalized through one's signature on the application form; and
  - b) If a student is under the age of 18, obtain the signature of a parent/guardian on the application form.
9. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to damage equipment, or to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses, worms or other such malicious programs.