

SALEM STUDENT/PARENT HANDBOOK

2013 - 2014



**Salem School District
8828 Antioch Rd.
P.O. BOX 160
Salem, WI 53168
Phone No. 262/843-2356**

Salem School District-

Table of Contents

I. Salem School District

Table of Contents.....	2
School Board	3
Mission Statement	3
Non-Discrimination Statement	3
Administration	3
Office Staff.....	4
School Hours/Emergency Closings.....	4
School Calendar.....	4

II. General Information

Child Custody, Access to Student Directory.....	5
Student Pedestrians, Communication Devices	5
Other Electronic Devices.....	5
Physical Examination, Student Sign-Out	6
Accidents/Illness,	6
Attendance Policy.....	6,7
Unexcused Absences.....	8
Tardy Procedures.....	8,9
Student Expectations.....	9,10
Playground Expectations.....	11
Dress and Grooming Guidelines.....	13
Lunchroom Procedures.....	14
Large Group Behavior, Telephones.....	14
Learning Center Procedures.....	14
Desks and Lockers, Damaged Books, Police Canine Units.....	15
Physical Education Dress.....	16
Sports and Activities.....	16,17
School Directions.....	18
Prohibited Conduct & Disciplinary Action.....	19
Student Conduct on Buses.....	20,21
Bus Violations.....	22
Student Anti-Harassment.....	23-26
Student/Parent acknowledgement.....	27

SALEM SCHOOL DISTRICT

STUDENT/PARENT HANDBOOK 2012-2013

School Board Members:

<i>Jack Niccolai, President</i>	-	843-4166
<i>Lisa Hinze, Vice President</i>	-	843-1726
<i>Shane Gerber, Deputy Clerk</i>	-	496-5524
<i>Barb Ingram, Treasurer</i>	-	620-7357
<i>Kim MacLeod, Clerk</i>	-	586-5091

The voters of the school district elect the members of the Board of Education for a three-year term. Regular meetings of the Board of Education are held on the third Tuesday of each month at 7:00 p.m. in the Large Group Instruction Area. Meetings are open to the general public.

SALEM SCHOOL DISTRICT MISSION STATEMENT

The Mission of Salem School District, a mutually accountable partnership forged among home, school, and community, is to provide training and experiences in a safe and positive environment through which students develop personal skills, academic achievement, creativity, intellectual curiosity, and independent thinking, in order to prepare for a lifetime of productivity, accomplishment, and continued learning.

AIM

Our aim is to work together in a positive environment to help each student succeed.

NON-DISCRIMINATION STATEMENT

It is the policy of the Salem School District that no person may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as defined by Title IX of the Educational Amendments of 1972 (sex) Title VI of the Civil Rights Act of 1964 (race and national origin), and section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution is available, however, to address allegations of violations of the policy in the Salem School District.

Any questions concerning this policy should be directed to:

The District Administrator
Salem School District
P.O. Box 160
Salem, WI 53168
Phone (262) 843-2356 ext. 404

SALEM SCHOOL DISTRICT ADMINISTRATION

Dr. David Milz	District Administrator	843-2356 x404
Dr. Eileen Bruton	Principal 5-8	843-2356 x411
Mr. Bennett Walshire	Principal 4K-4	843-2356 x585
Mr. Andrew Feuling	Business Manager	843-2356 x406

Office Staff

Mrs. Mary Anderson	Business Office	ex. 420
Mrs. Elaine Manker	Administrative Office	ex. 403
Mrs. Debbra Morgan	School Office	ex. 586
Mrs. Marie Thompson	School Office	ex. 587

SCHOOL HOURS **Grades 4K-8** **8:20 A.M. – 3:30 P.M.**

EMERGENCY SCHOOL CLOSINGS

If the school will be closed because of inclement weather or any other reason, it will be announced on the radio station after 6:30 A.M. and a SKYALERT message will be sent to all Salem families.

WLIP	KENOSHA	1050
WTMJ	MILWAUKEE	620
WZBN	ZION	1500 AM OR 96.9 FM

SALEM SCHOOL DISTRICT

2013-2014 School Calendar

<u>DATE</u>	<u>EVENT</u>
August 6 & 7	Registration and Photos
August 28	In-service and 4K Open House 5:00-6:30 P.M.
August 29	In-service and 5K-8 Open House 5:00 – 6:30 P.M.
September 2	Labor Day – No School
September 3	First day of School
September 11	1:30 Dismissal for Students
September 25	1:30 Dismissal for Students
October 3	Parent/Teacher Conferences Middle School (Gr.6-8) 4-8 P.M.
October 8	Parent/Teacher Conferences Middle School (Gr.6-8) 4-8 P.M.
October 9	1:30 Dismissal for Students
October 23	1:30 Dismissal for Students
November 1	No School for Students
November 6	1:30 Dismissal for Students
November 14	Parent/Teacher Conferences (Gr.4K-5), at 4-8 P.M.
November 19	Parent/Teacher Conferences (Gr.4K-5), at 4-8 P.M.
November 20	1:30 Dismissal for Students
November 27,28,29	No School – Thanksgiving Break
December 4	1:30 Dismissal for Students
December 11	1:30 Dismissal for Students
December 23	No School – Winter Break begins
January 6	Classes Resume
January 8	1:30 Dismissal for Students
January 29	1:30 Dismissal for Students
January 30	Parent/Teacher Conferences (Gr.4K-8), at 4-8 P.M.
February 4	Parent/Teacher Conferences (Gr.4K-8), at 4-8 P.M.
February 12	1:30 Dismissal for Students
February 24	No School for Students
February 26	1:30 Dismissal for Students
March 12	11:30 Dismissal for Students
March 19	11:30 Dismissal for Students
March 24	No School (Spring Break begins)
March 31	Classes Resume
April 9	1:30 Dismissal for Students
April 18	No School
April 21	No School
April 23	1:30 Dismissal for Students
May 7	1:30 Dismissal for Students
May 21	1:30 Dismissal for Students
May 26	No School – Memorial Day
June 10	8 th Grade Graduation – 7 PM
June 12	11:30 Student Dismissal - Last Day of School

CHILD CUSTODY

It is the parent's responsibility to inform the school of a court decree, which restricts the placement or contact of either parent with the child. The parent who obtains primary physical placement of the child is to submit a copy of this court decree. Alternately, a letter from an officer or the court stating the requirements of the court in this matter will suffice. If the court has not issued an order affecting the physical placement of a child or limiting contact of either parent in this state or another state, all information regarding the student shall be available to both parents.

ACCESS TO STUDENT DIRECTORY INFORMATION

Student directory information includes student's name, address, and telephone number, as well as date of birth, participation in officially recognized sports and activities, and dates of attendance.

Except as otherwise provided below, directory information may be disclosed to any person after the school has:

- 1) notified the parent, legal guardian or guardian ad litem of the categories of information which has designated as directory information with respect to each student;
- 2) informed such persons that they have fourteen (14) days to inform the school that all or any part of the directory information may not be released without their prior consent; and
- 3) allowed fourteen (14) days for the parents, legal guardian, or guardian ad litem of any student to inform the school, in writing, that all or any part of the directory information may not be released. At the end of this two (2) week period, each student's records will be appropriately marked by the records' custodian(s) to indicate items the District will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent, guardian, or guardian ad litem.

STUDENT PEDESTRIANS

Students that walk to and/or from school must have a signed permission form completed and on file in the school office. Form may be picked up in the school office.

Application to use or Possess an Electronic paging or two-way communication device

The use or possession of an electronic paging or two-way communication device is governed by **Board Policy 5518**. No student may use or possess an electronic paging or two-way communication device while on premises owned, rented, leased, or under the control of the School District unless authorized in advance by a principal. Use or possession of such a device is allowed only if a principal determines that the device is used or possessed for medical, school, educational, or other legitimate use. Forms may be picked up in the school office.

Other Electronic Devices

Other electronic devices include, but are not limited to, cameras, Mp3 players, I pods, hand held games, voice recorders, etc., which are not allowed on school grounds unless authorized in advance by a principal.

The school is not responsible for any lost, damaged, or stolen articles.

PROCEDURES FOR STUDENT SIGN-IN/OUT

A parent/guardian is requested to write a note if his/her child needs to leave school early or arrive late. The note should state the date, time, and reason for the early dismissal. The student should give the note to his/her teacher upon arrival at school. It is imperative that the parent/guardian sign their child in or out of the building at the school office. Students will not be sent outside to a parent/guardian waiting in a car. These precautions are taken to insure the safety of our students.

PHYSICAL EXAMINATIONS

A physical examination will be required of a student entering **Kindergarten** and **Fifth Grade**. Parents will be responsible for getting the examination completed. The school will furnish the examination form.

Students entering our school for the first time must have a physical examination and then, thereafter, when applicable.

All **students participating in inter-scholastic sports** must receive a physical examination at the time of his/her initial participation. The physical is good for two years.

All examinations will be paid for by the parents.

ACCIDENTS/ILLNESS

Any accident requiring medical attention, which occurs on school property, must be reported to the school nurse, so that the circumstances of the accident are recorded.

If a child is injured seriously enough or is ill enough to be sent home, arrangements must be made through the use of the student emergency form, which is filled out by parents in the beginning of the school year, returned to school, and filed in the nurse's office. Please make sure that the persons to be contacted in case of an emergency have access to transportation.

No teacher may excuse a child to go home or leave the school grounds during the school day for any reason.

ATTENDANCE POLICY

In accordance with the law, all children six through eighteen years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

The Salem School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents, students, and school personnel must recognize their responsibilities to assure regular attendance.

On the day of an absence, a phone call is required to be made to the school by calling **843-2356, (general delivery) ext. 586** between 7:45 A.M. and 10:00 A.M., or a message can be left on voice mail, ext. 586, prior to 7:45 A.M..

Note: A call to the school office is necessary even though the individual classroom teacher has been notified.

If a phone call is not received by 10:00 A.M., the school will make every effort to contact the parent by phone or home visit.

Upon returning to school it is the responsibility of the parent to provide a written reason for their child's absence to the teacher. It is the responsibility of the school attendance officer to determine whether the absence is acceptable (excused) or unacceptable (unexcused).

Note: Parents need to notify the school with the reason for an absence within 48 hours, or the absence becomes unexcused.

DEFINITIONS:

Truancy/Unexcused – means any absence of part or all of one or more days from school during which the School Attendance Officer has not been notified of an acceptable cause of such absence by the parent or guardian of the absent student. (Wis. Stats. 118.16(1))

Habitual Truant – means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester Wis. Stats. 118.16(1)

Acceptable Excuse – the School Attendance Officer or designee is authorized to approve an acceptable excuse for any student for the following reasons;

- Parent excuse for student illness, not to exceed three absences per quarter. If there are more than three days of consecutive absence for illness, the parent is asked to present a doctor's note requesting the prolonged absence. The absences may be marked as unexcused if a doctor's note is not given.
- Documentation from a professional agency (e.g. doctor/dentist note, court summons, therapist appointment card).
- Emergencies (e.g. accidents, funerals, sudden illness or crisis in the family which require the absence of the student because of family responsibilities).
- An in-school or out-of-school suspension.
- The School Attendance Officer deems circumstances that show good cause and appropriateness.
- Pre-Arranged Absence: A student may be excused with parent/guardian written request prior to an absence and not to exceed ten days per school year. Wis. Stats. 118.15(3). These absences may include such occasions as vacations and other special events of educational value. Pre-arranged absence forms may be picked up at the school office.
- Medical Excuse: A student may be excused if parent/guardian provides written evidence from a physician or licensed practitioner that the student is not in proper physical or mental condition to attend school or an educational program. Such excuse shall state the period of time for which it is valid but not to exceed 30 days. Wis. Stats. 118.15(3)

Student Responsibilities

1. Attend all of their scheduled classes unless excused by a staff member.
2. Deliver written parent's excuses upon returning to school after an absence.
3. Contact all teachers for schoolwork missed during the absence.
4. Notify all classroom teachers for schoolwork missed during a pre-arranged absence before they leave.

Parent/Guardian Responsibilities

- Contact the school before 10:00 a.m. on the day of the absence (843-2356 ext. 586)
- If phone contact is not made, provide a written explanation for the student's absence for the student to bring to school when he/she returns.
- Contact the school at least one week in advance to pre-arrange absences for family trips.

Returning a Truant Student to School

Parents/guardians of a truant student will be instructed to return the student to the School Attendance Officer or designee no later than the next day school is in session or provide an acceptable excuse. Wis. Stats. 118.16(2)

Pre-arranged Absences

*Obtain the pre-arranged absence form from the office, follow the directions on it and return it to the office before leaving.

*This form is primarily used for absences of three or more days.

*This form is to be completed before the absence if it is to be excused.

*Our experience has been that school absence is usually not positive for student progress.

We do realize that family vacations/togetherness are great times for family bonding.

However, parents should also realize that academic progress might suffer with this lost time.

UNEXCUSED ABSENCES

Failure to notify the school of a child's absence on the day of the absence or to obtain prior approval will result in the absence being unexcused.

Consequences for Unexcused Absences will be dealt with in a progressive manner which may include the following:

- * Parent notification by phone or letter
- * Letter sent if unable to make phone contact
- * Three noon detentions assigned
- * Referral to guidance counselor
- * Disciplinary referral
- * Parent conference with teachers, Principal, student and parent
- * One-day in-school suspension, denial from participating or attending extra-curricular events for a specified time.
- * Student will not participate in or attend any extra-curricular events
- * Two-day in-school suspension
- * Referral to Kenosha County Juvenile Intake

TARDY PROCEDURES

RATIONALE:

An important goal of the educational experience at the Salem School District is for students to become more responsible. One aspect of being responsible is to be punctual, or on time for classes. In addition to the goal of being punctual, there is the obvious need for students to be in class for the entire time the class meets if they are to get full benefit of that class. Finally, students not in class when assigned are unsupervised and more likely to get into trouble. For these reasons, the elimination of student tardiness is a major goal at Salem.

Most tardies occur at the start of the school day. The warning bell rings at 8:15 A.M. School officially starts at 8:20 A.M. Any student arriving after 8:20 A.M. and before 9:00 A.M. will be considered tardy. After 9:00 A.M. the student will be considered absent for all or part of the day. A tardy will be excused or unexcused. Unexcused tardies include "missed the bus", "overslept", and any tardy without a valid excuse from a parent or guardian. Valid excuses include health reasons and family emergencies. Informing the school of any special circumstances that may result in a student being tardy can help us make a better decision about the tardy being excused or unexcused.

Salem's attendance officer will make the final determination on Excused or Unexcused tardies.

PROCEDURES:

- Students who arrive at school after the 8:20 A.M. bell will check in at the school office where the Attendance Officer or designee will determine if the tardy is Excused or Unexcused. The student will be given a pass to class, which will indicate Excused or Unexcused. The teacher will record that tardy.
- At any time after the student's initial arrival at school, (i.e. late for class) the teacher will determine if a tardy is Excused or Unexcused. Unexcused tardies (UT) will be reported to the Detention Room Supervisor.
- On the third UT, the student will be given a letter to take home, and issued two noon detentions.
- The fourth UT will result in a parent contact with the Principal and a half-day of in-school suspension. (May be modified for students in grades 4K, 1, & 2.)
- The fifth and subsequent violations will result in a 1 day In-school Suspension, and initiation of a Student Intervention Plan (S.I.P.).

STUDENT SCHOOL EXPECTATIONS

All student expectations will fall under the **4 GOLDEN RULES** of the district.

1. Respect yourself, others, and our environment.
2. Promote safety.
3. Help Learning and Teaching.
4. Keep a Positive Attitude!

The purpose of all school rules is to provide a safe and healthful school environment where learning can take place. The most important part of each of the rules is respect. Respect for the adults in the building; respect for each other; and respect for the building and the equipment and materials in the building. Showing proper respect is the most important task of every student.

1. No gum chewing is permitted in the school building. Disposal of gum is a huge maintenance issue.
2. Eating candy in the building is allowed only in the cafeteria at lunch or with the permission of a teacher and only in that teacher's classroom.
3. Students are not allowed in the faculty lounge/workroom.
4. Students are not to attach posters, decals or signs to any lockers, desks, walls or doors unless they have permission from the teacher or the office.
5. Lunch is to be eaten in the appropriate lunchroom and at the appropriate table except when directed to do otherwise by a teacher, supervisor or administrator.
6. Students are expected to cooperate in keeping school equipment, the school building and all school grounds clean and orderly.
7. Students dismissed from a class for any disciplinary reason will report to the office of the Principal.
8. Appropriate language (both spoken and unspoken) is always required at Salem and at all school events. Inappropriate language includes but is not limited to: swearing, cursing, sexually explicit words, demeaning words specific to race, nationality, age, sexual orientation, religion and gender.
9. Materials, which may create a safety concern for others, are prohibited unless they are a part of the educational program. They include but are not limited to: lasers, skate boards, roller skates, in-line skates, shoes with built-in skates or roller blades, bicycles and fireworks.
10. Chemicals, which may produce an allergic reaction to others, are not to be used on school grounds. They include but are not limited to: perfumes, deodorants, and colognes in bottles or sprays. (Stick deodorants are acceptable.)
11. Students are not allowed to possess or use radios, CD or tape players, cell phones, I-pods, cameras, or any two-way electronic communication device in school without written permission of the administration. Any device found in school without the appropriate permission will be removed to an administrative office and will only be returned to a parent or guardian of the student.

12. Excessively aggressive behavior, both in anger and in jest, will not be tolerated by anyone on school premises, school buses or at any school-sponsored activity. Excessively aggressive behavior includes, but is not limited to, aggressive behavior that subjects a person to physical contact such as spitting, striking, shoving, kicking, bumping, grabbing or inappropriate touching. Anyone violating this rule may be referred to law enforcement and subject to school policy on suspension and expulsion.
13. Theft, vandalism or damage to property will not be tolerated by anyone on school premises, school buses or at any school sponsored activity. Anyone violating this rule may be referred to law enforcement and subject to school policy on suspension and expulsion. Students/parents *may* be required to make restitution for the loss of property or damage to property.
14. Possession or use of a weapon on school property, on school buses or at any school-related event will not be tolerated. A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, razors, karate sticks, numchuks, metal knuckles, chains and similar items. A weapon is also defined as any facsimile (look-alike) firearm such as a toy water pistol or other objects that can be perceived as an actual firearm. Anyone violating this rule *may* be referred to law enforcement and subject to school policy on suspension and expulsion.
15. Harassment, which may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, female-to-female. Examples of conduct that may constitute harassment include:
 - graffiti containing offensive language;
 - name calling, jokes, or rumors;
 - threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
 - notes or cartoons
 - slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
16. Sexual harassment will not be tolerated at Salem School District. Sexual harassment refers to any verbal or physical action directed against another person in which the primary focus of the action is based on the person's gender or sexual orientation. Behavior constituting sexual harassment includes, but is not limited to:
 - Sexually explicit words or phrases directed toward another person.
 - Language which is demeaning to the opposite gender.
 - Language threatening sexual violence.
 - Language demanding performance of sexual activity.
 - Physical contact with another person that is perceived to have sexual intent.
 - Deliberate touching of another's "private parts".

NOTE: Students experiencing any type of harassment must report the incident to a staff member and/or administrator for it to be stopped.




Salem School District Playground Expectations

- Dress for the weather. Gloves, hats and coats should be worn during cold weather days.
 - When walking outside for recess, students must WALK on the sidewalk until they are on the playground. They must also WALK from the playground into the building after recess.
 - Follow directions of playground supervisor first time given.
 - Keep hands and feet to yourself.
 - Use appropriate language
 - All food and drink must remain off the playground
 - When in doubt- ask any of the supervisors about any games, rules, etc. before you make a mistake.
 - Notify supervisors if you are injured or need assistance
 - Students must line up *immediately* when the whistle is blown.
 - Stay away from the road and parking lot. You must get permission from a supervisor to retrieve a ball from parking lot.
 - Touch football only, no tackling
 - Use field for kickball first, if snow covered or muddy, blacktop can be used (staff discretion)
 - Show sportsmanship. Arguing will not be allowed. Agree upon the rules before the game starts.
 - Keep away from classroom windows
 - Stay off trees or away from bushes
 - Basketball is played on assigned courts only
 - No Tag or chase games.
 - Pick-up any balls or jump ropes and bring them in, even if it wasn't one you were playing with.
 - Leave woodchips and/or rocks on the ground. No digging in the woodchips/ rocks with your hands or feet.
 - Students need to walk when they are on the woodchips.
 - Shoes must have backs or back straps to play on equipment and swings
 - Students may not hang upside down the equipment.
 - Climbing on top of the equipment is not allowed
 - The slides are to be used for down only, on your bottom, facing forward. No walking up or coming down on your belly. No climbing on the outside of the tube slides.
 - The swings are to be used by one person, sitting on their bottom, holding the chains with both hands. Do not run through the swings. Don't get too close to the swings. No twirling around on the swing or swinging left to right – front to back only. No standing on the swings. No jumping off.
 - The bars – you need to hold on with both hands at all times. No pushing anyone off or over the bar. No standing on the bars.
 - The balls are for use in the field and on the blacktop. The jump ropes are for use on the blacktop. No balls or jump ropes in the woodchips.
 - When in the bus parking lot, footballs are to be thrown at the north end of the lot (thrown east to west) or along east side of lot (thrown north to south). Footballs must not be thrown on the west side by the basketball hoops
- During the winter**
- Snowballs are never allowed.
 - *All students* must be wearing SNOWPANTS and BOOTS to play in the snow. This includes playing on the equipment and swings.
 - Keep off of snow hills

A staff member will have a list of all students and will record checks toward behavior during lunch and recess. The following will be the consequences:

1. Verbal warning, when appropriate.
2. Check #1 = sit at designated table during lunch
3. Check #2 = sit at designated table for 2 days
4. Check #3 = Office Discipline Referral
5. Check #4 = ODR= 3 Noon Detentions
6. Check #5 = ODR = 5 Noon Detentions
7. Over 5 checks may result in Noon Detentions for the remainder of the quarter.

Checks start over after each quarter.

Salem School District Expectations Matrix						
Expectations	Arrival and Dismissal	Hallway	Bathroom	Playground	Lunch Room	Library
 Respectful	Obey the patrol and supervisors Keep hands, feet and objects to yourself	Quiet in the hallways Keep hands, feet and objects to yourself	Give privacy to others Use quiet voices Keep hands, feet and objects to yourself	Play fairly Be kind Keep hands, feet and objects to yourself	Keep your area clean Use good manners Keep hands, feet and objects to yourself	Take care of school property Keep hands, feet and objects to yourself
 Safe	Use the crosswalk and sidewalks Stay on the safe side Wait for crossing guard	Do not open outside doors Walk on the right	Wash hands with soap and water Water stays in the sink	Stay in your designated area Use equipment properly	Stay in your seat Eat your food only	Walk All 4 legs of the chairs on the floor
 Responsible	Be on time Be Prepared Wait in designated area	Stay on the right half of the hallway Stay on task Stay with class	Keep bathroom clean Be quick	Dress for the weather Line up promptly Follow directions	Be prepared Follow directions Use inside voice	Return books on time Use quiet voices Follow directions

DRESS AND GROOMING GUIDELINES

The dress and grooming of a student is primarily a parent/student responsibility, which should reflect concern for health and safety of the student, others, and the school property. While fashions change, the reason for being in school does not. Students are in school to learn. When the dress of a student constitutes a health problem, seems to be unsuitable for school wear, is a physical danger to any person or when the student's manner of dress or grooming caused a disruption or disturbance, the Principal shall take appropriate action to correct the situation.

1. All shirts must have backs and no bare midriffs (tube tops, halter tops, thin strapped/low cut tank tops, low-cut tops, muscle shirts).
2. Excessively baggy pants including pants that are larger than necessary, pants that drag on the floor, are ripped, torn or excessively frayed, pinned together and spandex pants are not allowed.
3. Pants are to be worn at the waist and are not to be worn on the hips. If necessary, a belt will be required to keep the pants in proper position.
4. Shorts or skirts that are considered too revealing are not allowed. Generally those that do not come to the bottom of the student's fingertips when the arms hang straight down. Shorts are not allowed to be worn during the months of November – March.
5. Footwear must be worn at all times.
6. Hats, caps, or any form of headwear, including bandanas, are not to be worn in the building except for special occasions set by the administration. Coats and hooded sweatshirts may be worn, but hoods may not cover the head while in school.
7. Overalls need to have both buckles buckled appropriately.
8. No sleepwear is permissible except for special occasions set by the administration. (This includes slippers.)
9. No swimwear is permissible.
10. No student shall be permitted to wear clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation.
11. Students are not permitted to wear coats, jackets, outerwear, backpacks, etc., to classrooms.
12. Any apparel that can be damaging to school property and/or a safety risk toward an individual is not permitted (ex: chain wallets, studded choke collars/wrist bands, and belts of excessive length).
13. Wearing apparel and hairstyles should not be contrary to any health and safety regulations. Hair should be of a natural color so as to not to distract from the learning process.
14. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (inclusive of gang-related colors, if for purposes of gang identification).
15. Clothing worn by students should be clean, fit appropriately and be in good condition. All clothing should be suitable for a school in which large numbers of people are brought together in classroom situations.
16. No adornment which requires piercing of any part of the body other than the ear is allowed.
17. Students who wear baseball hats outside during recess or on their way to and from the bus must wear the hat with the brim facing forward.

When the student's manner of dress takes away from the educational atmosphere, the staff will take appropriate action; this may be done on an individual basis. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the Principal will make the final determination. Non-compliance by the student will result in a parent/guardian being called and/or the student being sent home.

LUNCHROOM PROCEDURES/RULES

The procedures/rules below are designed to provide an area where students can enjoy their lunch and the company of friends. It is the students' responsibility to act in an appropriate manner to make the lunch period not only safe and clean but also to make it socially enjoyable.

1. Students are not allowed to have "high energy" drinks. i.e. Red Bull, etc.....
 - Water bottles must be clear.
2. Bring your coat or jacket to the cafeteria. Going back to the locker is not permitted.
3. If you are eating hot lunch, stand in line in an orderly fashion.
4. Be courteous and respectful to food service personnel.
5. After receiving your lunch, sit and remain seated at your assigned table.
6. Taking one straw for milk and up to two napkins is permitted.
7. Keep your hands to yourself and off of other people's food. Throwing food is not permitted.
8. Ask the lunchroom supervisor for permission to leave the lunchroom.
9. Respect others. No name-calling or inappropriate language.
10. You may not buy food for other students.
11. Keep your table/area clean. Wipe up any spills that occur.
12. Cooperate with staff supervisors.
13. You will be dismissed to go outside. Go outside promptly.
14. Put eating utensils in the appropriate bin. Throw garbage into the appropriate container.
15. No straws are allowed outside.
16. No food may be taken outside. This includes milk cartons.
17. While outside, students are to remain in designated areas.
18. Students are to re-enter the building in an orderly fashion.

Students violating lunchroom procedures will result in possible referral to Administration.

LARGE GROUP BEHAVIOR

- Walk single file quietly and orderly to the presentation area.
- Be seated with your class.
- Be quiet when the guest appears in front of the audience.
- No talking while the presenter is presenting.
- Applaud appropriately.
- Stay seated with your class until dismissed by your teacher.

PHONES/CELL PHONES

The office and classroom telephones are only to be used by students for emergencies and/or with the permission of a staff member. A form must be on file for students possessing a cell phone. An administrative signature would allow a cell phone to be kept in the student's locker and turned off during school hours.

MEDIA CENTER PROCEDURES

In many classes, students are introduced to global information resources and tools available on the internet. Salem has developed a policy to enhance your child's education through use of these online tools and resources. Your child will participate in internet-based learning activities unless you choose to deny your child all internet access. If you choose to deny your child access to the internet, please notify the Office in writing as soon as possible.

Procedures for Late Library Books

1. Overdue notices are printed and handed out weekly.
2. Once a book becomes 1 month overdue, a letter is mailed home; and you will lose your library privileges.
3. Once a book becomes 2 months overdue, a phone call is made home describing the late book, the cost of the book, the fact that library and computer privileges have been lost until this is taken care of.
4. Once the late book is returned or paid for, all privileges will be restored.

SCHOOL DESKS AND LOCKERS

The school provides lockers for students in grades 4-8 to be used solely and exclusively for the storage of outer garments, footwear and other school-related items. No student shall use the locker for any other purpose. Students are to use only the locker assigned. Open food and/or beverages are not permitted in the locker. Students in grades 6-8 should check that their locker is tightly closed and locked. Salem School District is not responsible for lost or stolen property.

The locker assigned to a student is the property of the Salem School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The district administrator, a building principal, a police-school liaison officer, or law enforcement or other agency official at the request of or in conjunction with school authorities may conduct the search.

Any unauthorized item found in a locker or student desk may be removed. Items removed from the locker or desk may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified of items removed from a locker or desk and turned over to law enforcement officials.

Students are expected to keep the lockers and desks neat and clean during their use.

Vandalism to a desk or locker will be reported to administration. Students/parents may be required to make restitution for damage to school property.

DAMAGED BOOK FINES

During the last few weeks of the academic school year, textbooks will be evaluated by the classroom teacher for the extent of damages, and fines will be assessed accordingly.

Students are encouraged to protect the surface of their books with a book cover. Students should not place folded papers in their books. This will damage the spine of the book. Students should report a damaged or missing book to their teacher as soon as possible.

USE OF POLICE DEPARTMENT CANINE UNITS

In order to maintain a drug free school environment, the use of dogs that have been specially trained to detect the odor of controlled substances will be used to search the building and grounds at the discretion of the administration. The dog will be used when:

There is a reasonable suspicion that controlled substances may be hidden in the building.
There is belief that a random preventive search will be beneficial to the ongoing drug prevention effort. Individuals will be subject to prosecution as well as action by the school administration if controlled substances or look-a-likes are discovered.

PHYSICAL EDUCATION DRESS

Students are required to dress appropriately for physical education classes. Appropriate dress includes the following:

1. **SHOES:** are to be standard basketball, tennis or jogging shoes. Turf shoes, shoes with cleats or hiking type boots are not allowed. Shoes must have laces or Velcro straps and must be the non-marking type. The laces must be tied tightly and the Velcro secured. Backless shoes/slip-ons will not be allowed. Shoes that are used for rail sliding and that change into roller skates are not allowed.
2. **SOCKS:** must be of the sweat-sock variety.
3. **UNIFORM:** The **Salem shirt and short uniform** will be required for all students. The students' last name must be clearly printed in the space provided on both the shirt and shorts. **Shirts must be tucked in at all times.** Students will not be allowed to participate in a uniform that is not their own. Sweat pants or wind pants (with no buttons) may be worn **over** the Salem shorts. Pants may not drag on the floor or be unsafe. Cargo and snap pants will not be allowed.
4. **Jewelry/watches/wristbands/etc.** are discouraged due to safety issues.
5. All hair must be out of the students' vision at all times.

SPORTS AND ACTIVITIES

The Salem School District will be offering opportunities for students in grades K-8 to participate in after school sports or activities. Participation in these activities is a privilege for students and not an undeniable right. Students must maintain both academic and behavioral expectations in order to be eligible. Students must be in school by 10:00 a.m. to participate on the day of the practice/club meeting/event. Students with pre-excused medical appointments will be allowed to participate when their scheduled appointment is in conflict with the 10:00 a.m. time. Students serving an out-of-school suspension are not allowed to attend any school-sponsored activities during the period of the suspension.

Physical Examination: All students participating in interscholastic sports must receive a physical examination prior to the day of tryouts. The physical is valid for a period of two school years. Upon the conclusion of the second school year, the student must receive another physical prior to the time of his/her initial participation in interscholastic sports for the coming year. For example, a sixth grader receiving a sports physical would not need to schedule another one until his/her eighth grade school year. The required physical for all Salem fifth grade students is a valid physical for athletics. In that case, the child would not need another physical until the beginning of seventh grade. The physical examination form is kept on file and will allow students to participate in all subsequent sports activities.

Emergency Cards: Each student involved in any extra curricular activity will be required to fill out an emergency card for every activity in which he/she participates. This may require the student to fill out several cards each year. These cards must be returned to the athletic director, complete with a parent/guardian signature before the student is allowed to tryout, attend practice, or participate. The director will keep the emergency card readily available at all times in order to access any pertinent medical information in case of illness, accident, or injury. The per activity updating of the emergency cards provides the most recent medical information about the student in order that we might provide the best possible treatment should there be a problem.

Athletic/Activity Fees: A sports fee of **\$25.00 per sport** is required of the students that makes the team. Students that are interested in a club or an activity must pay **\$10.00 per club/activity -some clubs may have additional fees.** There is no maximum fee per family. This fee is imposed on each participant in each sport/club/activity. This helps to defer the cost of transportation, uniforms, and supplies. This fee is **non-refundable** with the exception of health issues that are accompanied with a doctor's note and brought to the attention of the Club or Athletic Coordinator.

Accidents: Any accident requiring medical attention must be reported to the athletic director/coach immediately. The circumstances of the accident must be recorded. Any treatment for the injury must be recorded, as well. If the injury is of a more serious nature, arrangements must be made to seek medical treatment as soon as possible. The representative/coordinator will notify the parent/guardian or emergency contact of the injury and any treatments administered. Any injury obviously requiring immediate medical services will be handled by dialing 911.

Athletic Contracts: Students involved in an interscholastic activity where they will represent the Salem School District at other schools must sign an athletic as well as eligibility contract. The following eligibility requirements must be met:

1. pay the \$25 athletic fee;
2. be present in school by 10:00 a.m. on the day of the contest or practice unless excused for dr./dentist appt.;
3. maintain a grade point average of 2.0 or higher without a failing grade in a class.

The following infractions will result in no participation for the next contest(s):

1. three (3) checks - a check is given for poor behavior, incomplete work or any other action the teacher deems unacceptable for a student athlete (a warning does not constitute a check);
2. detention administered by a principal;
3. two (2) unexcused absences (an excused absence excuses the student from practice).

A student ineligible for a certain number of contests may be dismissed from the team. For softball, volleyball and track, the student can be dismissed after missing two (2) contests and for basketball, three (3). This additional game is due to basketball's longer season.

Athletic Activity Rules:

1. Teams or cheerleaders either waiting to participate, or having already participated will sit immediately behind the participating group, under the supervision of their coach..
2. Students may leave the gym only at half time and between games.
3. Students will remain seated while the game is in progress.
4. Gum chewing is **NOT** allowed **anywhere** in the Salem Grade School building.
5. Arrangements for rides should be made prior to the game or activity. Rides generally are needed at 6:00 P.M. Coaches will notify the participants should that pick-up time change for a given activity.
6. Chaperones have complete responsibility of all spectators and may ask a spectator to leave the activity.
7. Students will at all times observe all rules, regulations, policies, and procedures in place as determined by the Salem School District.
8. Students are not allowed to wear hats or caps in the school building. Parents are encouraged to follow the conference "no-hat" rule.

Extra Curricular Opportunities: (If Offered)

Battle of the Books
Student Senate
Drama Club
Pep Club

Athletic Opportunities: (If Offered)

Softball A and B: Grades 6-8 boys and girls (Sept.- Oct.)

Basketball A and B Girls Grades 6-8 (Oct.- Dec.)

Basketball A and B Boys Grades 6-8 (Dec.- Feb.)

Cheerleading: A and B, Grades 6-8 (Oct.- Feb.)

Volleyball: A and B, Grades 6-8 boys and girls (Mar.- April)

Track: Grades 6-8 boys and girls (April-May)

Intramurals: Grades 5-6

Each "A" & "B" Team sport will have an **MVP** award, Most Improved, and a **110% Hustle** award, to be selected by the coach.

School Directions

Randall	Hwy 50 (West) to Hwy O South on Hwy O to Hwy F West on Hwy F to school	Union Grove	Hwy 50 East to Hwy 45 North on Hwy 45 to 17 th St. Right on 17 th St. to dead end School just to the right
Bristol	Hwy AH east to 203 rd Ave. Left (North) on 203 rd Ave. to 83 rd St. Right (East) on 83 rd St. to school	Lakewood	Hwy 50 West to Hwy F (at McDonalds) Left on Hwy F thru Silver Lake to Hwy KD Left on Hwy KD to first road (Legion Drive not marked) Right on 1 st road (Legion Dr.) To Wilmot Ave. (By Haase Funeral) Left on Wilmot Ave. to school
Riverview	Hwy 50 (West) to Hwy B Left (South) on Hwy B to Prosser Right (West) on Prosser to school	Paris	Hwy 50 East to Hwy 45 North on Hwy 45 to Hwy 142 Turn right on Hwy 142 Turn right on Hwy D
Raymond	Hwy 83/75 North to Hwy 20 East on Hwy 20 to Hwy U Left (North) on Hwy U to school		
Yorkville	Hwy 83/75 North to Hwy 20		
Brookwood	Hwy 50 West to Hwy O East on Hwy 20 to school South on O, Right on F through the town of Powers Lake Hwy F becomes Hwy U. Take Hwy U to Hwy B Turn left on Hwy B Turn right into Hunters Ridge Subdivision		
Wheatland	Hwy 50 West to Hwy O South on Hwy O to school		
TREVOR	HWY 83 TO HWY C WEST ON HWY C TO SCHOOL		

Prohibited Conduct and Disciplinary Action

Most school discipline will be managed by the classroom teachers. However, a teacher may issue a Student Behavior Report to Administration when the student does not change his or her behavior as a result of the teacher's interventions or the misconduct is considered serious. The teacher issuing the Student Behavior Report to Administration will notify the parent/guardian of the situation. The grid found below provides guidelines utilized by Administration when dealing with Student Behavior Reports. It is important to remember that these are only guidelines and do not cover each and every situation. Administration always has discretion in the application of consequences. Circumstances may dictate that steps be skipped or that alternative consequences be applied. Administration will also make parent/guardian contact concerning the consequences. A re-admit meeting may be required for students and the parents/guardians of students who have been suspended out of school (OSS). An ISS is an in-school suspension. A SIP is a student improvement plan. A CST is a child study team.

Administrative Action for Minor Offenses

1 st Administrative Action	2 nd Administrative Action	3 rd Administrative Action	4 th Administrative Action
<ul style="list-style-type: none"> • Lunch Detention • ISS • Confiscation • Warning 	<ul style="list-style-type: none"> • Schedule CST or SIP • ISS • OSS • Possible police notification 	<ul style="list-style-type: none"> • Schedule CST or SIP • ISS • OSS • Police Citation • Class Modification 	<ul style="list-style-type: none"> • ISS • OSS • Move to expel from school

Administrative Action for Major Offenses

1 st Administrative Action	2 nd Administrative Action	3 rd Administrative Action	4 th Administrative Action
<ul style="list-style-type: none"> • Lunch Detention • Schedule CST or SIP • ISS • OSS • Non-aggressor optional action • Possible Police Notification 	<ul style="list-style-type: none"> • ISS • OSS • Schedule CST or SIP • Possible Police Notification • Expulsion may apply 	<ul style="list-style-type: none"> • ISS • OSS • Immediate removal from school by parent for OSS • Possible Police Notification • Possible Expulsion 	<ul style="list-style-type: none"> • ISS • Immediate removal from school by parent for OSS • Possible Police Notification • Possible Expulsion

Examples of Minor Offenses	Examples of Major Offenses
Harassment, Abusive Language, Missiles/Projectiles, Excessive or Inappropriate Contact, Bullying, Failure to Serve Detentions, Chewing Gum/Candy, Dress and Appearance, Truancy, Tardiness, Prohibited Items, Displays of Affection, Disruptive Conduct, Hallway Disruption, Lunch Disruption, and Sporting and Extracurricular Activity Behavior, and Bus Disruption	Fighting, Assault, Physical Violence, Sexual Harassment, Abusive Language to Faculty, Theft, Truancy, Trespassing, Missiles/Projectiles, Extortion, Threats, Bullying, Injury to Unsuspecting Student, Damage to Property, Alcohol, Controlled Substance or Look Alike Drug, Tobacco Products, Bus Disruption.

Severe Offense

A student that is armed with a weapon is guilty of a class A misdemeanor. Possession of dangerous weapons is considered a severe offense. Possession, use, or distribution of illegal drugs is considered to be a serious offense. Weapons and drugs will be confiscated. Police will be contacted. Long term suspensions will be in effect, pending expulsion hearing. Assessment and counseling considerations.

Other Violations

Prohibited Conduct	1 st Administrative Action	2 nd Administrative Action	3 rd Administrative Action	4 th Administrative Action
Chronic Absenteeism Excessive Excused Absences. Means more than three days in quarter w/o doctor's excuse.	<ul style="list-style-type: none"> • Letter to parents at 5 days 	<ul style="list-style-type: none"> • Letter No. 2 to parents at 10 days 	<ul style="list-style-type: none"> • Letter No. 3 to parents at 15 days • Schedule CST or SIP • Possible truancy filed 	<ul style="list-style-type: none"> • Letter No. 4 to parents at 20 days • Schedule CST or SIP • Truancy filed
Violation of Computer Network Acceptable Use Policy (AUP)	<ul style="list-style-type: none"> • Warning • ISS • Parent notification • Loss of computer privileges for up to 30 school days. 	<ul style="list-style-type: none"> • ISS • Parent Meeting • Loss of computer privileges for up to 60 school days. 	<ul style="list-style-type: none"> • Parent Meeting • Loss of computer privileges for one full year and/or OSS 	<ul style="list-style-type: none"> • OSS • Loss of computer privileges for one full year up to the remainder of the student's years at SGS

STUDENT CONDUCT ON SCHOOL BUSES

Rules and disciplinary action The bus is an extension of school.

Students are responsible for their behavior while they are on the school bus. Students who violate established school bus rules will be reported and disciplinary action will be taken in accordance with the established procedures listed in this document.

Students with special education needs are expected to conform to these rules and are subject to the same disciplinary actions as other students unless specifically excluded by an individual education plan (IEP).

Parents/guardians are expected to explain to their child the importance of proper behavior on the bus. Parents/guardians are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The bus driver is in complete charge of the bus and students on the bus. The driver may assign temporary or permanent seating assignments. The driver will report rule violations to the proper authority on the form provided.

Bus riding is a privilege, not a right. Students will be denied this privilege if it is abused.

- I. Prior to boarding the bus.
 - At all bus pick-up areas students are expected to behave appropriately, stay off private property and follow instructions of safety patrol members while waiting for the bus.
 - Students will stay in a safe place until the bus stops to load students.

- II. **Major Offenses:** Violations of the following rules will be considered major offenses:
 - Students will not be insubordinate. (If a student disagrees with the driver's instructions, he/she may inform the school Principal when he/she gets to school or inform his/her parent/guardian when he/she gets home.)
 - Students will not assault others. *Assault* for these purposes include hitting, kicking, fighting, biting, pushing or any other unwanted physical contact.
 - Students will not throw objects in or out of the bus.
 - Students will not spit.

- Students will not possess any form of weapon, tobacco, alcohol, or other drug.
- Students will not vandalize the bus or the property of others. This includes taking someone's property.

III. **Major Offense Consequences:** The following steps will be followed for major offenses that violate bus conduct rules.

- **First Offense:** The driver will hold a conference with the student, identify the infraction and complete a school bus behavior report. The bus driver will give the report to the Principal. The Principal may suspend the student's bus riding privileges for five days if the behavior report is factual. The student and his/her parent/guardian may be required to attend a conference with the Principal, driver and/or company official before riding privileges will be reinstated.
- **Second Offense:** The procedure outlined for a first offense shall be followed and will include a period of suspension of bus riding privileges up to a maximum of thirty (30) days, as determined by the Principal.
- **Third Offense:** The driver will hold a conference with the student, identify the infraction and complete a school bus behavior report. The bus driver will give the report to the Principal. The Principal may suspend the student's bus riding privileges for the remainder of the school year. The parents can set up a meeting with the school board to have the student's bus riding privilege re-evaluated.

IV. **Minor Offenses:** Violations of the following rules will be considered minor offenses.

- Students will not obstruct the aisles. This includes obstructing the aisle with feet, elbows and backpacks while people are loading or unloading.
- Students will not hang hands, head or items outside the bus.
- Students will remain seated at all times when the bus is in motion. *Seated* means the student's back is against the seat back and their bottoms against the seat bottom.
- Students will not tease others or take part in "name calling."
- Students will not use profanity.
- Students will not eat or drink on the bus. Students are expected to keep the bus clean.
- Students will speak in "normal" voice levels and will not yell or make loud noises.
- Audio devices such as CD and tape players and radios are not permitted.

V. **Minor Offense Consequences:** The following steps will be followed for minor offenses that violate bus conduct rules.

- **First Offense:** The driver will inform the student of the infraction and instruct him/her in proper bus conduct. (Verbal Warning)
- **Second Offense:** The driver or company official will hold a conference with the student identifying the infraction and complete a school bus behavior report. The bus driver or company official will call the parent/guardian to discuss the behavior. Copies of the written report will be sent to the student's parent/guardian and the Principal. (Written Warning)
- **Third Offense:** The driver will complete a school bus behavior report and send it to the school Principal. The Principal will investigate the situation and make a determination. A suspension of bus riding privilege for 3 days can be issued. A suspension from school also may be warranted.
- **Fourth, Fifth and Sixth Offenses:** These offenses will be treated as first, second and third major offenses respectively.

For both minor and major offenses, the school Principal has the right to skip steps depending on the degree of the offense. Depending on the severity of the offense, the Principal will suspend or expel the student from school. The Principal also has the right to involve law enforcement depending on the degree of the offense. Parents who question the conduct report must contact the Douseman Bus Company manager. Parents who question the consequence may appeal to the District Administrator.

Bus Violations

The bus driver is in full charge of the bus at all times. The bus driver will give a verbal warning for the first minor offense. The bus driver will issue a bus conduct report for the second minor offense. A copy of the second bus conduct report will be sent to the parent/guardian and to the Salem Administration. This is considered a written warning. The next minor offense will result in a bus conduct report and Administrative Action. All major offenses will result in a bus conduct report and administrative action.

Minor Offense	1 st Administrative Action	2 nd Administrative Action	3 rd Administrative Action	4 th Administrative Action
Obstructing aisles, hands/head outside window, out of seat, teasing, food/drink on bus, loud, and electronics on bus	<ul style="list-style-type: none"> • Lunch Detention 	<ul style="list-style-type: none"> • ISS • Possible loss of riding privileges 	<ul style="list-style-type: none"> • ISS • OSS • Loss of riding privileges 	<ul style="list-style-type: none"> • OSS • Indefinite loss of bus riding privileges • Possible expulsion from school
Major Offense				
Insubordination, assault, throwing objects, spitting, weapons, tobacco, alcohol, illegal drugs, vandalism, profanity	<ul style="list-style-type: none"> • ISS • OSS • Possible loss of bus riding privileges 	<ul style="list-style-type: none"> • ISS • OSS • Loss of bus riding privileges up to 30 days 	<ul style="list-style-type: none"> • OSS • Loss of bus riding privileges for remainder of school year • Possible expulsion from school 	<ul style="list-style-type: none"> • Possible loss of bus riding privileges as a SGS student • Possible expulsion from school

**Acknowledgment that the Student and Parent(s) /Guardian(s)
have reviewed the contents of this handbook.**

Student's Name _____

Teacher's Name _____ Date _____

My child and I (we) have read the Salem Student-Parent Handbook and discussed the expectations, rules and policies.

Signed:

Student _____ Date _____

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____