

Salem Middle School

2020-2021

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**Student Services Department:
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**1001 N. Harrison St.
Salem, IN 4767**

**SMS Phone: 812-883-3808
Superintendent's Office: 812-883-4437 or 1-866-800-0058**

MISSION STATEMENTS

Salem Community Schools

Designing quality work for students and leading them to success.

Salem Middle School

Salem Middle School is committed to creating a safe atmosphere for adolescent students, which fosters respect, self-esteem, academic growth, positive attitudes, self-expression, and creative thinking. Learning is an individual process, shaped by classroom and extra-curricular experiences as well as community service, where all students, teachers, and administrators work toward continued student achievement.

Salem Middle School is an active secure community of learners. Our vision has developed from dialogue among faculty, students, parents, and community. Below are what we feel are the most important precepts for us to follow in order to help our students grow and achieve their best.

- ✓ SMS has a warm family atmosphere, which builds self-respect and respect for others.
- ✓ Students learn LIFE SKILLS and SOCIAL SKILLS.
- ✓ The CURRICULUM is dynamic and challenging.
- ✓ PROFESSIONAL GROWTH is valued by our school community.
- ✓ COMMUNITY INVOLVEMENT is genuine and productive. Students, faculty and the larger community are connected and communicate.
- ✓ The SMS community continues to assess its FACILITIES and RESOURCES and use them creatively.

SALEM MIDDLE SCHOOL STUDENT HANDBOOK

Guidance and Counseling

Counseling services are available to all students. The counselor's purpose is to help students, teachers and parents in understanding the student's ability and achievement levels. Both students and parents should feel free to consult with counselors about classroom concerns, plans, decisions, or personal problems. The counselor may also assist parents in arranging a conference with teachers/teams by calling SMS at 883-3808.

Students may be referred to counselors by themselves, parents, teachers, other students, or administrators. Counselors may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their counselors. They are trained to listen and assist with their concerns.

Visitors

Parents/guardians are welcome at SMS. Students should not bring other visitors to school without prior permission from the office. All visitors are required to check in at the office upon arrival at SMS.

Chaperones/Volunteer Service

To provide security for both our students and our volunteers, we ask all to agree to a criminal history check processed through our corporation's central office. School personnel will make final determination on chaperone involvement.

Dances

Dances are scheduled throughout the school year and are sponsored by various middle school clubs, organizations, or teams. These dances are for the enjoyment of our middle school students; therefore, students from other schools are excluded. Restrictions such as conduct grades, detentions, or suspensions may apply for admission to the dances. While at dances, students are required to exhibit appropriate behavior and are expected to follow school rules or specific instructions. Noncompliance may result in a student not being able to attend future dances. Parents may be asked to attend dances as chaperones.

Health Center

Indiana state law prohibits students from carrying medication with them at school. However, inhalers may be carried if the prescription label is on file in the health center. Students may bring medication to be taken at school only if written parental instructions are provided. Instructions should include: student name, name of the medicine, amount and time it is to be given, doctor prescribing the medication, and the reason it is being taken. A written signature by the parent is required. Medications should be sent to school in the original container. All medications, including aspirin or Tylenol, are distributed by the office or the school nurse, and should be taken to the office upon arrival at school. Medications may be returned to a student at the end of the day with written parental permission.

Student visits to the Health Center are recorded in the Nurse's log. Students with temperatures of 100° or higher will be allowed to rest while the nurse notifies parents. All other students will be sent back to class. Health Center privileges may be revoked if staff believes a student is abusing this service.

Lunch Money

Lunch accounts are managed by the cafeteria. Students will be assigned a PIN to pay for lunch. Students should bring money to place in the account. Parents may view lunch account balances by registering on-line at www.mypaymentsplus.com.

Free/Reduced Meals and Textbook Assistance

Applications for free/reduced price meals and textbook assistance are available at the office. All applications should be completed with all questions on the application answered. All applications will be reviewed for approval. Verification of income may be required.

Lost and Found Items

For articles that have been lost or missing, please check with Student Services. Parents can call the office if a student has lost an item for help; however, SMS does not assume responsibility for any lost or stolen items.

Due to the enactment of the Indiana Statewide Testing for Educational Progress (ISTEP+, Public Law 221, and NCLB), students are required to take the ILEARN. Students failing to meet the minimum requirements of ILEARN may receive tutoring during the school year.

Testing will be in two parts. The applied skills will be in March and the multiple choice in April/May. Parents are encouraged to avoid scheduling appointments during the testing windows, which are announced at the beginning of the year.

Library

Students may check out books, use audiovisual materials, or read magazines. Two books may be checked out at any one time for a two week time period. *Lost materials will be replaced at the current cost by the student.*

Students coming to the library to work on a project must have a pass from the assigning teacher. Likewise, students need to have the librarian sign a pass to return to class. No student is to have food or drink in the library at any time.

Salem Community Schools Extra-Curricular and Drug Testing Policy

Salem Community Schools has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining the extracurricular activities in Salem Community Schools as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle.

Participation in co-curricular and extracurricular activities is a privilege. This policy applies to all Salem Community Schools students in grades 6-12 who wish to participate in co-curricular and extracurricular activities that are listed below:

1. Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
2. Music. (Participants include, but are not limited to, performing band members, flag or dance members, performing choir members, and participants in solo/ensemble contests.)
3. Extracurricular clubs, co-curricular or organizations. (Participants include, but are not limited to, FFA, National Honor Society, Student Council, Science Club, SADD, French Club, Spanish Club, Student Publications, and Academic Teams.)
4. Drama (Participants include, but are not limited to, any student participating in drama or musical productions.)
5. Any individual who drives to school, from school, or during school.

Telephones

- The telephone number for SMS is 883-3808. The school fax number is 883-8049. The phone number for the SCS central office is 883-4437 or 1-866-800-0058.
- Cell phones should be silenced upon entering the building. Cell phones must be stored in lockers for the duration of the day (beginning on arrival to the building). Students who violate the cell phone policy will be subject to the leveled consequences outlined by office administration.
- Staff wishing to use student cell phones for educational purposes will record usage in a shared building document. Phones in classes without permission are subject to removal for parent pick up on the 2nd offense or any future offenses.

- Students may use the office phone for emergencies—**not just to change plans or make plans.**

Care of Rental Textbooks/Devices

Students are expected to take good care of all books or devices assigned to them. Students should fill in the information on the inside cover of the textbooks, so in the event one is misplaced, it may be returned. Students will be charged for lost or damaged items. Papers, pencils, pens, and like items should not be carried in the textbooks as they will damage the bindings. Classroom teachers will inspect rental books for damage several times each semester. Students are encouraged to use book covers on to protect textbooks. **School issued electronic devices must not be left unattended at any time. Leaving items unattended will result in consequences from teacher or office staff.**

CURRICULUM

Grade 6

Mathematics or Pre-Algebra (2 Semesters)

Science (2 semesters)

Language Arts/Literature (2 semesters)

Band or Choir (2 Semesters) *Students not taking band/choir will take Learning Lab

Social Studies (2 semesters)

Arts/Fitness (2 semesters)

Physical Education (18 weeks)

Art (9 weeks)

Health (9 weeks)

Digital Citizenship/Technology (2 Semesters)

Grade 7

Mathematics or Pre-Algebra (2 Semesters)

Language Arts (2 semesters)

Geography (2 semesters)

Science (2 semesters)

Band or Choir (2 Semesters) *Students not taking band/choir will take Learning Lab

Arts/Fitness (2 semesters)

Agriculture (9 weeks)

Art (9 weeks)

Physical Education (18 weeks)

Business & Technology I (2 semesters)

Grade 8

Pre-Algebra or Algebra (2 semesters)

Language Arts (2 semesters)

Science (2 semesters)

U.S. History (2 semesters)

Band or Choir (2 semesters) *Students not taking band/choir will take Learning Lab

Arts/Fitness (2 semesters)

Art (9 weeks)

Physical Education (18 weeks)

Health/Safety Education (9 weeks)

Business & Technology II (2 semesters)

***Students may opt to take a Theatre Arts elective instead of Learning Lab.**

Promotion-Retention

Students must meet the Salem Middle School guidelines for promotion. Students are awarded points at the end of each semester for each class successfully completed. Students must earn credit hours during the school year to meet the promotion standards. Summer school options are available by request.

Honor Roll Requirements

- All “A” Honor Roll**—Students must have straight A’s.
“A” Average Honor Roll—A 3.5 GPA must be obtained.
“B” Average Honor Roll—A 2.5 GPA must be obtained

Report Cards

Report cards will be sent home on the following dates:

- Thursday, October 15, 2020
- Thursday, January 7, 2021 (First Semester)
- Thursday, March 18, 2021
- Tuesday, May 25, 2020 (Second Semester)

These dates are subject to modification should grading periods change due to missed school days resulting from inclement weather.

Parent Conferences

Please contact the office or teacher to arrange for conferences during the school year. Parent conferences may be requested for individual teachers or by group, but require prior notification. School administration may be present during parent conferences.

21st Century Scholars

Twenty-first Century Scholars is a program designed to make college more affordable for Indiana families. SMS encourages all students, grades 6-8, to apply for this financial assistance. All qualifying students receive **free** tuition to an eligible Indiana college, university or proprietary school. To enroll, you must be an Indiana resident and your family must meet income guidelines. Students need to apply during middle school. For additional information about this program, please contact the SMS office.

Parental Custody

It is important for SMS to know of any custodial agreements. The problems of separation and divorce within the family unit may cause trying and difficult times. In an effort to eliminate potential problems that may arise when families are experiencing these difficulties, SMS needs to be aware of any legal agreements or personal decisions on procedures that parents/guardians want followed due to custodial agreements. Specifically, we are referring to the following information that should be shared and confirmed yearly with our school:

- If there is no custody agreement, which parent has responsibility and physical custody of the child(ren)
- If a custody/visitation agreement has been completed, then a copy of this document needs to be on file
- If there is a court order granting rights to one parent over another, then a copy of this information needs to be on file in our office

Providing this information can eliminate potential problems and also provide emergency information. For additional information or questions, please contact the school. Providing and updating the requested information allows the school to make expedient and proper decisions.

Internet Usage

Students wishing to use the Internet must have a signed permission slip on file. The form must be signed by the parent/guardian of the student and by the student. Any student who fails to follow the school's Internet Acceptable Use Policy (AUP—included with the permission form) forfeits the privilege of using Internet services.

Computer Vandalism

Computer vandalism will result in cancellation of system use privileges. Fines may be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy school

equipment or materials, data of another user of the school's systems, loading unauthorized software to any system, or any attempt to change the configuration of the computers' system software or hardware. This includes, but is not limited to, uploading or creating computer viruses, or any software intended to obtain user passwords or data.

Reminder to Show Proper Respect to Staff Members

SMS staff refers to all adults working in the building who make the students' daily environment and life better for the 7 hours they are with us. Therefore, all teacher assistants, cooks, custodians, secretaries, and bus drivers are afforded the same respect as teachers. Disrespect to staff members will not be tolerated.

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behaviors pose an imminent risk of injury to him/herself or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

Severe Weather-School Closing

SCS will also notify parents by phone of school closings through an automated calling system. If parents do not wish to be notified, please call SCS to have a number removed from the system. Announcements will likewise be made on local radio, television and social media.

Bus Rules

The following is a list of bus rules that should be followed. There will also be a form sent home stating all bus rules and possible consequences at the beginning of the year. Violations may result in disciplinary actions, including the loss of bus riding privileges from one day to the remainder of the year.

1. Keep exits & aisles clear at all times (this includes all belongings and body parts).
2. Students should remain in assigned seat.
3. Use indoor voice—No loud talking or annoying sounds.
4. Keep your hands, arms, and legs in the bus at all times.
5. No teasing, name calling, put-downs or offensive language.
6. Keep the bus clean-NO LITTERING.
7. No food or drink without prior approval from the driver.
8. Follow DRIVER DIRECTIONS the first time they are given.

HARASSMENT

Salem Middle School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

Bullying or Peer Harassment

IC 5-2-10.1 IC20-8.1-5.1 Defined as any "overt, repeated acts or gestures (verbal or written communications, physical acts, or any other behaviors committed) by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

Reporting of Social Concerns

By definition, a student is being bullied when s/he is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Bullying is the repeated use of a physical, verbal, electronic expression, or other acts that intend to harm or creates an imbalance of power. If a student feels bullying has occurred, then s/he needs to ask the individual to stop and if it continues, one must report the unwanted behavior. Tell a parent or teacher, but tell someone. Anonymous reporting is available on the Salem Schools website at www.salemschools.com or reporting may be completed in the SMS office.

Online concerns should be directed to local law enforcement or requests may be made for reporting to the School Resource Officer. Parents must be present for communication with law enforcement. If online behaviors interfere with school function, the school reserves the right to address the matter.

Sexual Harassment

- A. Verbal: The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, or staff member.
- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, or staff member.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual acts with a fellow student or staff member.

Gender/Ethnic/Religious/Disability Harassment

- A. Verbal:
 - 1. Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, race, religious beliefs, etc . toward a fellow student, or staff member.
 - 2. Conducting a "campaign of silence" toward a student or staff member by refusing to have any form of social interaction with the person.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student or staff member.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student or staff member will constitute physical harassment.

Procedure to follow for Reporting ANY Harassment

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student or staff member should immediately take the following steps:

- A. If the alleged harasser is a student or staff member other than the principal or counselor, the affected student should, as soon as possible after the incident, contact the Principal or a counselor.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

Harassment of individuals may result in suspensions or expulsion depending on individual circumstances.

Criminal Organization Policy

The Board of School Trustees of the Salem Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior. IC-20-26-18; IC20-33-9-10.5, IC35-45-9-1

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) Either:

- (a) promotes, sponsors, or assists in; or
- (b) participates in; or

(2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity mean a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incident of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the development ages of the student offenders and the students' histories of appropriate behaviors per the code of conduct.

For complete policy please refer to www.salemschools.com Policy #33911

SCHOOL CONDUCT

Students at Salem Middle School are expected to behave in a manner that demonstrates good character, reflects favorably on the individual students and their school, shows consideration for fellow students and all school staff members, and creates a positive school environment. To accomplish this, we have established rules and regulations that promote the best possible learning environment. These rules apply to all students attending school or school-sponsored events. Students have a responsibility to report to school authorities their knowledge of other student's possession of weapons, drugs, alcohol, or other dangerous items.

SMS personnel will work with parents and students to improve student behavior at school and will develop individual behavior improvement plans that:

- (a) share responsibility for student improvement with the parent and student, and
- (b) attempt to avoid out-of-school suspension and expulsion.

Students who have ten or more Discipline Notices may be considered chronic discipline problems. Parents will be invited to a conference with the principal or his designee to determine an appropriate course of action.

SMS teachers will maintain effective learning environments in their classrooms. Each teacher or teaching team will have a classroom management plan and student rules. Teachers will share these rules with parents. Salem Middle School teachers encourage parents to work with them to help their students be good citizens. Teachers will contact parents at home or work, to join with them at school to discuss academic and discipline problems. Teachers will refer students with discipline problems to the Guidance Counselors for intervention when classroom and parent actions to correct behavior have not been successful.

BEHAVIOR VALUES

- ✓ Be responsible
- ✓ Be respectful.
- ✓ Be caring.
- ✓ Be trustworthy.
- ✓ Be a good citizen.
- ✓ Be fair.



BEHAVIORAL INTERVENTIONS

MORNING-SCHOOL OR AFTER-SCHOOL DETENTION

Supervised morning-school detention will be used by school officials as a disciplinary tool. Detention is considered action less severe than supervised study. Teachers may assign MSD for a pre-determined amount of minutes or days (7:50-8:15 AM) daily. ASD will be assigned Tuesday and/or Thursday from 3:30-4:30 PM at the middle school—other days may be scheduled or arranged

through parents. Parents will be notified in advance by phone or note. Failure to serve detentions will result in additional consequences.

LEVEL ONE BEHAVIORIAL INTERVENTIONS

In an attempt to provide a more constructive program and as an alternative to out-of-school suspension, students with behavior problems will be assigned Level One Discipline for breaking certain rules. This will provide students with an opportunity to receive credit for their academic work while being disciplined.

When a student is assigned to level one, he/she will spend the assigned day or days in a designated area under a very strict set of rules. Students will not have a chance to socialize with other students during the school day. Participation in school functions outside the school day will be at the discretion of the Principal or designee.

LEVEL TWO BEHAVIORIAL INTERVENTIONS

Level Two alternative to suspension is utilized in lieu of sending the student home. In this environment, the student will be at the Washington County Alternative School where he/she will work in a supervised environment with strict guidelines to complete assignments while suspended. Staff may utilize a computer program for additional classroom support.

LEVEL THREE and FOUR BEHAVIORIAL INTERVENTIONS

One or more days of out-of-school suspension may be assigned by a school official as a disciplinary tool. The primary purpose of this tool is to motivate a misbehaving student to change misbehavior. Students will receive credit for completing any and all assignments missed while out on levels 3 and/or 4 of discipline. The assignments will be picked up on the first day of the suspension and must be completed and turned in at the beginning of classes on the day the student returns to school. The students will be allowed to make up tests and quizzes missed while on Levels 3 and 4.

RULES AND GUIDELINES FOR PROPER STUDENT CONDUCT:

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY TEACHER:**
 - a) A middle school teacher may remove a student from the teacher's class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
 - b) If a teacher removes a student from class, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension.
2. **SUSPENSION FROM SCHOOL PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days [*not to exceed 10 days*].
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND'S FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for behavioral interventions are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may receive behavior consequences:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Selfdefense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

- a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, , alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeinebased substances other than beverages, substances containing phenylpropranolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;

- e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying

1. This rule applies when a student is:
- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school;
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written or electronic communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited. Issues with social media that do not impact the students' feeling of well-being or safety at the school can be reported by parents/guardians to civil authorities.
4. Parents or students who suspect that acts of bullying are taking place need to report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
5. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
6. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
7. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying.
8. The penalty for violation of this section prohibiting bullying: up to 10 days suspension and expulsion from school for a period not to exceed the remainder of the current semester and one full semester.

C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - the frame or receiver of any weapon described above;
 - any firearm muffler or firearm silencer;

- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- an antique firearm; or
- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.

3. For purposes of this rule, a destructive device is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes as defined in I.C. 35-31.5-2-86:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent *(shall immediately)* *(may)* notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86 I.C. 35-47.5-2-4 I.C. 35-47-1-5

ACADEMIC DISHONESTY POLICY

Academic cheating or plagiarism (using or paraphrasing any written words without proper documentation) is considered a serious offense at Salem Middle School.

Examples include (but not limited to) the following:

- Copying another student's class work or homework;
- Acquiring test materials or any other related materials without permission of the teacher;
- Asking another student questions during a test or copying another student's test answers;
- Falsifying scores on student work (your own or that of another student);
- Allowing a student to copy your homework or giving another student test answers;
- Acquiring or possessing any material (i.e. calculators, notes, texting, and answers) without teacher permission that gives a student an unfair advantage.
- Claiming credit for any material as your own that was the effort of someone else (i.e. plagiarism).
- Texting test answers or taking pictures of a test and sending it to another student.

These actions represent academic dishonesty and are a violation of proper school conduct as instructed by staff at the beginning of the year. Students who violate the Academic Dishonesty Policy will receive the following consequences for their behavior:

First Offense:

- ◆ No credit for a disputed assignment or activity will be given to a student who violates the Academic Dishonesty Policy.
- ◆ The parents will be contacted to discuss the incident.

Second Offense in any class:

- ◆ No credit for a disputed assignment or activity will be given to a student who violates the Academic Dishonesty Policy.
- ◆ The parents will be contacted to schedule a conference to discuss the incident. (Parent attendance at the conference is required.)
- ◆ Level One discipline will be assigned based upon the severity of the offense.

Third Offense in any class:

- ◆ The parent will be contacted to schedule a conference to discuss the incident.
- ◆ A failing grade for that six-week grading period will be given for the course where academic dishonesty occurred on the third offense.
- ◆ Level Three and/or Four will be assigned for a maximum of five days.

Fourth and subsequent offenses in any class:

- ◆ Rule 27 of the Rules and Guidelines for Proper Student Conduct will be applied.

SALEM MIDDLE SCHOOL DRESS CODE

General Policy: Salem Community Schools hereby implements a Dress and Appearance Policy as provided by law and for the purpose of providing an appropriate educational climate. It is felt that student dress and appearance must be regulated to the extent that worthwhile values of health, safety, decency and good taste are emphasized. Students are expected to dress cleanly and neatly at all times. It is the responsibility of students and parents to maintain a healthy and respectful appearance while attending school and school activities. Violations of the dress code may result in a request to change clothes, put another article of clothing over it, remove body piercings, and/or suspensions. All students are expected to be appropriately dressed for each day of school and in a manner which does not cause an interference with school work or which creates a classroom or school disruption. The principal or his designee shall determine the appropriateness of the dress..

Dress Code

Final Dress Code decisions will be determined by School Administration.

1. Students may wear shorts, dresses and skirts that are no shorter than the base of the fingers. Note: Shorts, skirts and dresses with slits or alternating heights must be below the base of the fingers at the highest point of the clothing.
2. Students may not wear low-cut tops, or garments that expose their back or midriff. Undergarments should not be visible.
3. No student shall be permitted to wear a garment without sleeves unless an over garment is worn. Sleeves must cover the armpits.
4. No student shall be permitted to wear sheer, see-through fabric.
5. No student shall be permitted to wear clothing or other articles adorned with inappropriate pictures, language, slogans or symbols (i.e. those that promote/advertise the use of alcohol, beer, drugs, those that are offensive to others, tobacco brands or organizations that promote inappropriate activity).
6. Clothing with suggestive double meanings is prohibited.
7. Piercings that are deemed inappropriate, a safety concern, or distracting by school administration/staff must be removed.
8. Students shall not wear any type of hat or head covering, that obstructs facial recognition, except as prescribed by the school.
9. Students shall not wear pants that have holes above the base of the fingers that reveal skin or undergarments. Excessively long, loose, or baggy clothing is prohibited because it creates a safety hazard.
10. Students shall not wear house slippers or pajamas/onesies unless prescribed by the school.
11. Footwear must be worn at all times.
12. No student will be permitted to have a blanket or pillow while at school.
13. Writing on the hands, arms, and other visible body parts is prohibited.
14. No student will be permitted to wear sunglasses in the building. Upon arrival at school, sunglasses should be placed in the locker.

Attendance Policy

Beginning in kindergarten, high attendance rates are predictive of future academic achievement as well as High School graduation. Because we want to see our students succeed in life, Salem Community Schools has designed a uniform policy we believe will ensure good attendance. At all ages, regular attendance promotes the continuity of the instructional process allowing the school to provide the best possible education to each student.

We do acknowledge there are certain circumstances that require a student to be absent. We ask that parent(s)/guardian(s) call the school by 8:30 a.m. to notify the attendance clerk of an absence. If parents do not contact the school, the school will attempt to contact the parents to check on the absence after the second day of absence. Below are reasons an absence will be excused or verified:

Excused Absences

1. Personal Illness verified by a written doctor excuse, when a student is sent home by a School Nurse, or at the Principals discretion with parent verification
2. Death in the family
3. Absences excused by law as noted in Indiana Code 20
4. Court appearance with documentation upon return
5. Religious observance with prior notice and documentation upon return
6. Additional absences may be excused at the discretion of the principal or her/his designee. Planned absences for any reason must be PREAPPROVED.

All other absences will be considered unexcused or unverified.

Corporation Procedures for Excessive Absences

If a student reaches 5 days unexcused or unverified the building Attendance Clerk will notify the parent/guardian of the importance of school attendance. In addition, a referral may be made to the corporation Attendance Officer.

If a student reaches 8 unexcused or unverified absences the Attendance Officer will make contact with the student and/or parent/guardian to determine what can be done to ensure that the student attends school.

In accordance with habitual truancy as defined by Indiana State Law (I.C.20-33-2-11) when a student reaches 10 days unexcused or unverified the Attendance Officer may refer to the Washington County Probation or to the Child Protective Services. Chronic absenteeism is defined as missing 10% or more of the school days. In Indiana, this equates to 18 days or more of school during one school year. Chronic absenteeism also qualifies as truancy under Indiana Code 20-32-11 as described by the Indiana Department of Education.

In accordance with Indiana State Law (IC 20-33-3-20) when a student reaches 10 days unexcused their work permit will be revoked by the issuing officer.

In accordance with Indiana State Law (IC 9-24-2-1) the license bureau shall suspend the driving privileges or invalidate the learner's permit of an individual less than eighteen years of age who is a habitual truant under IC 20-33-2-11. A periodic review of the student's attendance record will determine whether the prohibition will continue.

Home visits will be made at the discretion of School Personnel and Attendance Officers.

Unverified refers to absences where contact has not been made between the school and a parent/guardian to establish the reason a student is absent. Unexcused refers to absences where contact has been made between the school and a parent/guardian to establish the reason a student is absent but no formal documentation is provided. Excused absences refer to absences when the reason has been established and the student is excused through formal documentation.

Excused from Participation:

If it is necessary for a student to be excused from a classroom activity for medical reasons, the student should have a parent-signed request to give the teacher. If the request is for an extended period of time, the student may be requested to obtain a physician's statement.

Occasionally, parents call the office and make verbal request for students to be excused from participation due to illness. The nurse will issue an excuse for that one-day and request that a written statement be brought for additional days of nonparticipation.

Passes for Leaving School:

1. Students are not permitted to leave the school grounds at any time during the school day without a pass from the school. Failure to follow the proper procedure will be considered truancy.
2. When students have appointments, parents must call (812-883-3808) or send a note to the office stating the date, time, and place prior to the appointment. The student will be called to the office when the parent signs the student out in the office. The student should report to the office when called. When the student returns to school following the appointment, he/she should report to the office for an admittance pass to class.

Tardy to School:

SMS doors are open one hour prior to the start of school with school provided adult supervision. After 7:50, students should report to their first period class after arrival and optional breakfast. If any student arrives at school after the 8:15 bell, then the student will need to sign in as arriving tardy to school.

Leaving School Early:

SMS requests that parents not pick their student up until after 3:14 except for appointments or other unavoidable circumstances. Leaving school early means the student is missing valuable instruction time.

REPORTING TRUANCIES, SUSPENSIONS AND EXPULSIONS TO THE BUREAU OF MOTOR VEHICLES

State law requires that a student who is thirteen or fourteen years of age who is determined to be habitually truant from school must be reported to the Bureau of Motor Vehicles as ineligible to be issued a driver's license or learner's permit until the student reaches the age of 18. A student who is truant from school four times in a semester or six times in a school year is a habitual truant. Students who are absent unexcused ten (10) days will be referred to the Washington County Probation Office, and Department of Family Services.

A student who is expelled from school or who is suspended from school a second time in a school year must also be reported to the Bureau of Motor Vehicles for the purpose of invalidating any driver's license or permits which has been issued to the student. In case of an expulsion, a student's license will be invalidated by the Bureau for 180 days after the student is expelled from school or until the student reaches the age of 18, whichever first occurs. In the case of a second suspension from school, the student's license will be invalidated

by the Bureau for 120 days after the student is suspended from school or until the student reaches the age of 18, whichever first occurs.

Rules and Regulations for Athletes

It is important to recognize that while participating in interscholastic athletics, school rules and policies govern athletic participation. Students may receive disciplinary action such as detention, suspension, or expulsion for offenses committed during athletic play.

Governing Rules

The rules of the Indiana High School Athletic Association (IHSAA) must be followed as minimal regulations where more stringent district or school rules are not specified.

Duration of the Athletic Code

The rules and regulations in this code shall apply to any violations from the time that a student-athlete becomes eligible for participation in a sport until the end of that sport.

Conduct of the Athlete

Any civil law infraction, arrest, vandalism associated with the athletic equipment and facilities, or conduct by a student-athlete that is determined by school administration to be detrimental to the athletic program, school or school district can result in disciplinary action as severe as dismissal from the team.

Sportsmanship/Language/Conduct

Athletes must exhibit good sportsmanship both in and out of competition. They are to show respect for all opponents, officials, coaches and other people that they may come into contact with.

1. The use of vulgar or profane language is unacceptable anywhere and at anytime.
2. Fighting, taunting, or otherwise provoking conflict with opponents or spectators will not be tolerated.
3. Any actions or behavior by student-athletes that are judged to be inappropriate by coaches or school administration may also result in disciplinary action.
4. Any student who is ejected from a contest will be ineligible for participation in the next contest in accordance with the IHSAA rules. In addition, the athlete could face further disciplinary action by the administration of SMS and/or coaching staff. Suspensions cannot be served concurrently.

Alcohol, Drug, and Tobacco Use

The possession or use of alcoholic beverages, drugs, or tobacco products shall fall under the following regulations which pertain to all students involved on an athletic team. (Note: The athlete must make a conscious effort to leave the area or situation when they realize that a controlled substance is being used or is in their presence.)

1. Athletes will be disciplined whenever referral is made to the coach and/or school administration based on (1) being caught in the act by school personnel, parents or authorities, (2) police report or court action brought to the attention of school personnel, (3) self-admittance resulting from investigation of an incident.
2. Violation of the rule involving the possession, association with, or use of alcoholic beverages or drugs will result in the following:
 - A. First offense: Dismissal from the athletic team. The dismissal may be waived at a reinstatement hearing set by the administration involving the athlete and the parent/guardian. The athlete and parents must have enrolled the student-athlete in a school-approved substance abuse program. The school district will not be financially responsible for this program. After enrolling in the program the athlete will be suspended for 14 days.
 - B. Second offense: An athlete involved in a second offense will be suspended from athletic participation for one calendar year. The athlete will have to complete a school-approved substance abuse program.
3. All athletes must have a signed Drug Testing Consent Form on file before participation is allowed.

Athlete Conduct in School

Athletes will adhere to all school rules and regulations. Failure to comply with school and individual classroom rules may result in disciplinary action by the athletic department, coach, or administration.

Behavior Interventions

Athletes suspended from school are not permitted to attend practices or games at any facility, home or away, during the period of their suspension. Students on Level One discipline will not be allowed to participate in the contest immediately following the suspension. Level Two will be at least a one-game suspension and Level Three and/or Four will be at least a two-game suspension. Suspensions from games will be served only for levels of discipline that occurs during the season. Any athlete accumulating three discipline infractions during a season will be removed from the team.

School Attendance

Students must be in school the day of a contest in order to participate in that contest. Prior arrangements must be made with the administration if a student must be absent any part of the day of a contest before the player is permitted to play.

Attendance at Practice

Practices are as important as the games. Athletes are expected to be regular in attendance at practice sessions. Unexcused absence or tardiness to practice will be handled by the coach of each sport and could result in suspension or in persistent cases, dismissal from the team. If an athlete is unable to attend practice, s/he is to notify the coach in person, by phone, or personal note of the reason for missing practice. This should be done before missing practice, not after. Do not relay a message through another student. Athletes must be in attendance at school for a minimum of 3 hours to participate in practice.

Practices on Inclement Weather Days

At no time will SCS demand that an athlete place his/her safety or the safety of anyone else in jeopardy. Practice sessions will not be held on days that school has been cancelled because of inclement weather unless the administration has given clearance. If practice is allowed, it will be considered non-mandatory.

Participation in More than One Sport

Once an athlete has started practicing in a sport, they may not change to another sport during that season without permission from the athletic director and both coaches. The athlete must declare one sport his/her primary sport and participate in all contests and mandatory practices in that sport unless the coach of that sport has granted prior approval. Failure to do this will result in removal from the second sport.

School Equipment

The athlete is responsible for returning all school issued equipment to the appropriate coach at the end of the season. Equipment will not be accepted in the main office. Equipment should be returned clean. Any lost, stolen, damaged or non-returned equipment and uniforms are the financial responsibility of the student and parent. The student will not be allowed to participate in any other extra-curricular activity until equipment is returned or reimbursement is made.

Coaching Policies

Coaches have their own team guidelines and rules. These rules shall not interfere with the rules set forth by this policy. All coaching rules that are in addition to this should be given to the athlete prior to the season. Parents and athletes should feel free to discuss coaching rules with the coach prior to the season. It is recommended that parents not discuss the rules after the fact. If you have a problem with a rule, it should be discussed at the beginning of the season.

Eligibility for Athletes Age

A student who competes in any middle school interscholastic athletic contest must meet the following guidelines:

1. 6th grade—A student who is or shall be 14 prior to or on the scheduled date of the last contest in a sport is ineligible to compete in grade-level specific sports.
2. 7th grade—A student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport is ineligible to compete in grade-level specific sports.
3. 8th grade—A student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport is ineligible to compete in grade-level specific sports.

Physical Examinations

All athletes must pass an IHSAA physical examination, and have a signed parental permission form prior to the first practice session.

Academic Eligibility

1. 6th graders must be passing FOUR of the following:
Math, Social Studies, Science, Language Arts, and Technology
2. 7th graders must be passing FOUR of the following:
Math, Geography/Social Studies, Science, Language Arts, and Technology
3. 8th graders must be passing FOUR of the following:
Math, History, Earth/Life Science, Language Arts, and Technology

The nine weeks grades will determine eligibility within a season. Semester grades take precedent over quarter grades.

Salem Community Schools Spectator Guidelines for All Athletic Events

1. No spectators shall direct rude, obnoxious or offensive personal comments, gestures, or statements toward players, coaches or officials before, during, or after any athletic contest.
2. The use of profanity is prohibited.
3. The consuming, possessing, or being under the influence of alcohol or drugs during athletic events is strictly prohibited.
4. All spectators must remain at least two feet from the playing surface during play.
5. Rude and obnoxious behavior toward school officials, or other spectators, will not be tolerated.
6. Salem Community School is a smoke-free campus.

Violation of any of the above guidelines shall result in removal from the athletic event.

Any spectator removed from an athletic event will serve a minimum one week suspension from all athletic events.

Any spectator removed from a second athletic event during a school year will be suspended from all athletic events for at least 18 consecutive school weeks.

Any suspended spectator who violates a suspension shall face a permanent ban from all athletic events.

Student Handbook addendum per COVID-19 notification for Salem Community Schools:

Salem Community Schools has aligned safety protocols and infectious disease prevention measures in accordance with the Washington County Health Department. Additional guidance has been followed at the provision of the Indiana State Department of Education in reference to best practices in educational facilities during a pandemic (specifically COVID-19). Students enrolled with Salem Community Schools have been provided with two options to receive school services during the 2020-2021 school year. Parent(s)/Guardian(s) may choose the option that best suits family needs in order to maintain safety and minimize risk of their student. Students enrolled in physical sessions at SHS, SMS, or BSE will be asked to adhere to guidelines set forth under the Return to School entry plan approved by the Salem Community Schools Board of Trustees. (The detailed plan is available at www.salemschools.com under the specific school of entry). These plans are subject to change to

maintain the highest level of student, staff, and community protection. If community spread becomes more prevalent during the 2020-2021 school year, the Board of Trustees and Salem Community Schools will provide educational opportunities for all students through a virtual platform.

All guidelines under the Return to Entry plans for Salem Community Schools will be followed in addition to the student code of conduct outlined in the student handbooks for 2020-2021, while enrolled as a student with Salem Community Schools.

Salem Middle School

School Day Time Schedule - 8:15-3:14

School Day Bell Schedule - HS/MS

6th Grade

AAA 8:15-8:45

1st Period 8:49-9:36

2nd Period 9:40-10:27

Lunch 10:27-10:57

3rd Period 11:02-11:49

4th Period 11:53-12:40

5th Period 12:44-1:31

6th Period 1:35-2:22

7th Period 2:26-3:14

7th Grade

AAA	8:15-8:45
1st Period	8:49-9:36
2nd Period	9:40-10:27
3rd Period	10:31-11:18
Lunch	11:18-11:48
4th Period	11:53-12:40
5th Period	12:44-1:31
6th Period	1:35-2:22

7th Period	2:26-3:14
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8th Grade

AAA	8:15-8:45
1st Period	8:49-9:36
2nd Period	9:40-10:27
3rd Period	10:31-11:18
4th Period	11:22-12:09
Lunch	12:09-12:39
5th Period	12:44-1:31
6th Period	1:35-2:22
7th Period	2:26-3:14

Student Drop Off- Pick Up procedures

Students that ride the bus will enter through door 6 (Activity Center) If the students are eating breakfast at school they will go to the commons and pick up breakfast and proceed to AAA. If the student is not eating breakfast they will proceed to AAA.

Students that are walking or own transportation will enter the building through doors 1 or 2 (Football Field Side). If the students are picking up breakfast they will go to the commons and pick up breakfast and proceed to AAA. If the student is not eating breakfast they will proceed to AAA.

Staff members will be assigned to these areas during this time.

Field trips All Schools - suspended through first semester - re-evaluate second semester

Main Office Procedures - Visitors will enter through Door 1 or Door 2 and proceed directly to the office.

School Breakfast Procedures - Students will pick up their breakfast packs and proceed to AAA to eat breakfast.

School Lunch Schedule

6th Grade lunch- 10:35-11:05

7th Grade lunch- 11:25-11:55

8th Grade lunch- 12:15-12:45

School Lunch Procedures

Students that are eating in the cafeteria will go through the lunch line 2 and will proceed to their assigned tables (Alphabetical). Students that are eating in the “Brick” gym will go through lunch line 1 and proceed down the hallway to the “Brick” to their assigned tables. (Alphabetical)

Hallway Procedures

Students will wear masks in the hallways and will walk on the right side of the hallway following arrows on the floor in the 6th grade hallway (Lower Level) and Science Hallway (Upper Level). The other hallways will be one way. Two stairwells will be designated to go up and the other two stairwells will be designated to go down.

Book Bags allowed HS/MS - No lockers

School Dismissal Procedures

Students riding the bus will exit through door 6 (activity center).

Students being picked up or walking will exit through doors 1 or 2.

Staff members will be assigned to these areas during dismissal time.

Attendance Procedures - No perfect attendance awards this year

Students feeling ill will be encouraged to stay home and get the information for the classroom from Google Classroom.

The office will make phone calls checking on the absent students daily.

All students will be excused for the day.

Students with a fever will have to be fever free for 72 hours prior to the return to school. The student will be requested to go directly to the nurses office upon arrival to school. The School Nurse will keep a list of

the students and help with the local control. The student will be required to have a temperature check in the nurses station prior to returning to the classrooms.

Academic Expectations All Schools

Students will be expected to:

Student Expectations - Classroom

1. Students will be expected to perform at their very best including daily assignments and projects, assessments and meeting the expectations of the classroom.
2. Students will be required to wear a mask covering the mouth and nose while at school.
3. Students will be allowed to enter the building at 7:25 AM. The students will be allowed to go to the classroom at 7:30 AM. Student breakfast will be served from 7:30 - 8:05. Students will be allowed to take to the classroom. Students will be responsible to clean the desk areas.
4. Students will be expected to bring a fully charged Chromebook, pencil/pen, agenda and notebook paper for each class. Students will be required to carry the Chromebook home with the supplies each day. Students will be required to belong to the Google Classroom in each of the classes and 411. Study halls will not have to have a Google Classroom.
5. Students are requested to sit facing the front of the classroom with 6' spacing where possible. Students may be asked to wipe the desk prior to starting the class. Teachers will have the wipes available in the classroom.
6. Students will be able to carry water bottles to the classroom. Filling stations (hands-free) will be provided in four areas of the school. Two stations will be on each floor.
7. Students will have 4 minutes to pass in the hallways. Students are requested to use the directional arrows, wear masks and social distancing.
8. Students will not be allowed to have a locker.
9. Coats will be allowed in the classroom and can be placed on the back of the student chairs.
10. Students will be allowed to use the restroom during class time with the restricted passing periods.

11. If a student is ill, the student will be able to access all make-up work using the Google Classroom. Students will be expected to complete classroom tasks and assignments virtually if ill and home. Communication through Google Classroom may be required.
12. If a student feels ill at school, please notify the nurse and send to the nurses office with a pass. There will be two locations in the office area for students that are ill and students that need medical supplies or other items.



Non-Discrimination Statement

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call 800795-3272 or 202-720-6382 (TTY).

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Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.

Homework information is published daily on Google Classrooms (please contact **Mr. Ellis with questions)**

Homework Help:

Contact Mrs. Smith in the front office for information on free tutoring programs for middle school students.

Salem Community Schools

School Board

Mark Abbott

Rodney Brough

Dustin Davidson

Erika Garloch

Ron Haendiges

Richard Trueblood

Rebecca White

Central Office

Mr. Jon Acton, Superintendent

Dr. Kim Thurston, Assistant Superintendent

Brent Minton, Director of Curriculum and Assessment

Jana Hayes, Administrative Assistant

Dee Dee Zink, Administrative Assistant

Dawn Smith, Payroll Clerk

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