Salem High School

Student Handbook

2026-2027

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Parent/Guardian Handbook Form

Dear Parent/Guardian,

Indiana State law requires that we request a student's parent or legal guardian, and any student in grade 7-12, to acknowledge in writing that they have received a copy of the school handbook containing the disciplinary policy. The Salem High School Student Handbook is located on the Salem School Corporation Website or in the front of the Student Agenda book.

Please complete the form below and return it to the main office no later than **Friday, August 14, 2026.** Your cooperation is appreciated.

I have read the information from the student handbook. Though I may not agree totally with its contents, I understand that my son and/or daughter must abide by the rules of Salem High School.

Signature - Parent/Guardian: _____ Date: _____

Signature - Student: _____ Date: _____

Form: Part of the registration packet.

Transcript Release

Transcripts are required in order to obtain a driver's license. Transcripts are also requested by post-secondary education and scholarship organizations, the military, and various employers. In order for Salem High School to release a student's transcript, we must have a student and parent/guardian signature.

I hereby give Salem High School permission to release transcript information (including grades, class rank, grade point average, attendance, college entrance exams ECA scores) as requested to the Bureau of Motor Vehicles, any institution of post-secondary education or scholarship organization for the purposes of determining eligibility for admission, scholarship awards, and other honors, or NCAA Eligibility Center registration. In accordance with the Family Educational Rights and Privacy Act, a record of transcripts released shall be maintained by Salem High School.

Student Name (Printed) :_____ Grade: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Mail or have the student return this card to the high school main office by **August 14, 2026**

Phone: (812) 883-3904 Fax: (812) 883-3905

Form: Part of the registration packet.

General Information

Salem Community Schools Corporation Calendar 2026-2027

August 3	Prosser AM/PM Begins
August 3-4	Teacher Days
August 5	First Day for Students
August 17	Teacher Work/Prof Day
September 7	Labor Day (No School)
October 2	End of First Quarter
October 5-9	Fall Break
October 16	Parent Conferences (E-Learning for Students)
November 2	Teacher Work/Prof Day
November 25-27	Thanksgiving Break
December 18	End of Second Quarter
December 21 - January 1	Winter Break
January 4-5	Teacher Work/Prof Day
January 6	First Day for Students 2nd Semester
January 18	Martin Luther King Jr. Day (Snow Make-Up)
February 15	President’s Day (Snow Make-Up)
March 5	End of Third Quarter
March 22-26	Spring Break
April 5	Teacher Work/Prof Day
May 20	End of Fourth Quarter & Last Student Day
May 21	Last Teacher Day

****Students are required to attend 180 school days.****

Bell Schedules

Daily Bell Schedule

8:15 - 9:05	1st Period
9:10 - 10:00	2nd Period PM Prosser Lunch (9:55-10:05)
10:05 - 10:55	3rd Period
11:00 - 12:20	4th Period A Lunch 10:55 - 11:25; Class 11:30 - 12:20 Class 11:00 - 11:50; B Lunch 11:50 - 12:20
12:25 - 1:15	5th Period
1:20 - 2:10	6th Period
2:15 - 3:00	7th Period

Homeroom Bell Schedule

8:15 - 9:05	1st Period
9:10 - 10:20	2nd Period Class 9:10 - 9:55; HR 9:55 - 10:20 PM Prosser Lunch 10:00 - 10:15
10:25 - 11:10	3rd Period
11:15 - 12:30	4th Period A Lunch 11:10 - 11:40; Class 11:45 - 12:30 Class 11:15 - 12:00; B Lunch 12:00 - 12:30
12:35 - 1:20	5th Period
1:25 - 2:10	6th Period
2:15 - 3:00	7th Period

2-Hour Delay Bell Schedule

10:15 - 10:45	1st Period
10:50 - 11:20	2nd Period
11:25 - 12:35	3rd Period A Lunch 11:20 - 11:50; Class 11:55 - 12:35 Class 11:25 - 12:05; B Lunch 12:05 - 12:35
12:40 - 1:10	4th Period
1:15 - 1:45	5th Period
1:50 - 2:20	6th Period
2:25 - 3:00	7th Period

Welcome to Salem High School

Mission Statement of Salem High School

DESIGNING QUALITY WORK FOR STUDENTS AND LEADING THEM TO SUCCESS.

Staff and Student Expectations

Expectations from School Employees

- All students will be treated with dignity and respect at all times. Put-downs from one individual to another will not be tolerated.
- Every effort will be made to provide meaningful educational opportunities that meet the unique needs of individual students.
- Every effort will be made to protect students from harassment, hazing, inappropriate language and behavior from other students and adults
- Teachers will use a variety of teaching methods.
- Teachers will strive to answer questions of clarification about a concept or skill taught in class.
- Assistance will be provided to students who are struggling in their efforts to understand a concept or skill being taught.
- Facilities will be well maintained and clean

Expectations from SHS Students

- Respect the rights and property of others
- Treat others in the same manner they want to be treated
- Come to class with appropriate books, properly charged Chromebook, paper, and pencil or pen
- Join the Google Classroom for every class each semester.
- Refrain from using foul language, put downs, hazing or harassing others

- Comply with requests from adults without question unless the request is demeaning, unsafe, or unreasonable

- Attend school and arrive at school and class on time

- Refrain from the use of tobacco products, alcohol, and illegal drugs

SCS Policies & Procedures

Locker Policy

During this school year you will be entrusted with a locker for storing your books, coat, and items needed for school. Being “entrusted” is a two-way street. It involves an agreement or contract between you and the Board of Trustees of Salem Community Schools. Under this agreement, the school will be responsible for providing you with a locker at no cost as long as you abide by the terms of the agreement. You are responsible for the physical condition and appearance of that locker.

Guidelines for proper locker usage:

1. You are expected to keep your locker locked. Money and other valuables should be locked up. The combination for your lock should not be given to anyone except your locker partner.

2. Your locker should be kept free of all writing inside and outside. You will be required to clean off any marks either before or after school under the supervision of a staff member.

3. You may tape pictures in your locker as long as they are tasteful. If any staff member judges a picture to be distasteful, you may be asked to remove it. You can personalize your locker without it being damaged, defaced, or appearing offensive.

4. Some acceptable items inside lockers include magnetic mirrors, plastic shelves, containers for pencils or pens, or other items that do not damage the locker.

5. Kicking, beating on, scratching, bending, denting, defacing or any other form of destruction to any locker will be treated as an act of vandalism. You will be required to pay for damages and may be suspended from school.

6. You should keep materials in your assigned locker only. In the event that you are absent and assignments need to be sent home, student services will only go to your assigned locker for materials. The locker assigned is your locker. You are responsible for the locker assigned to you and will be assessed for damages to that locker.

7. Lockers should be kept free of trash.

Student Drug and Alcohol Offenses Policy

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, unlawfully manufacture, distribute, dispense, possess or use and be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C.S. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before during or after school hours or transporting to school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

A student who violates the terms of the school district's drug and alcohol policy may be suspended or expelled from school. Suspension or expulsion procedures will follow the established policies of the school corporation as set forth in Indiana Code 20-33-8-14.

As an alternative, the school administration has the option of requiring any student who violates the terms of the school district's drug and alcohol policy to satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the school administration. The drug abuse assistance or rehabilitation program may be used by the school in coordination with suspension or expulsion. Failure to satisfactorily participate in such a program prescribed by the school could result in suspension or expulsion from school.

Any sanctions against students shall be in accordance with prescribed school district administrative regulations and procedures.

Criminal Organization & Gang Activity

The Board of School Trustees of the Salem Community School Corporation prohibits criminal organization 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 criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:
Criminal Organization means a group with at least three (3) members that specifically:

1. Either:
    a. promotes, sponsors, or assists in; or

b. participates in;

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.

Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Per state law, a school employee shall report any incident of suspected criminal organization activity, criminal organization intimidation, or criminal organization 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.

Legal references: IC-20-26-18; IC20-33-9-10.5, IC 35-45-9-1

For complete policy please refer to complete board policies at www.salemschools.us.

Extra-Curricular & 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:

Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)

Music. (Participants include, but are not limited to, performing band members, flag or dance members, performing choir members, and participants in solo/ensemble contests.)

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.)

Drama (Participants include, but are not limited to, any student participating in drama or musical productions.)

Any individual who drives to school, from school, or during school.

Drivers License Invalidation - Public Law 51-1990

Pursuant to Public Law 51-1990 any student who receives two (2) out-of-school suspensions during one school year, who is under the age of 18, will have their Indiana Driver's License or Learner's Permit invalidated for a period of 120 days.

Any student that is expelled from Salem High School who is under the age of 18 will have their Indiana Driver's License or Learner's Permit invalidated for a period of 180 days.

Students who drop out of school to circumvent a driver's license invalidation will still have their license invalidated. This invalidation will last until the student turns 18 or re-enrolls in school in good standing.

Non-Discrimination Policy

In accordance with Title IX, Title VI, and Section 504, Salem Community Schools is an Equal Opportunity-Affirmative Action Organization and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions or national origin, including limited English proficiency in educational or employment opportunity. No person is excluded from participating in, denied the benefits of or otherwise subjected to unlawful discrimination on such basis in any educational program, student activity or employment. If discrimination in such educational programs, activities or employment is experienced, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Salem Community School Superintendent's Office, 500 N Harrison St Salem, IN 47167, telephone (812) 883-4437.

And in accordance with with federal civil rights and US Department of Agriculture (USDA) civil rights regulations and policies, Salem Community Schools is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity. Full statement is listed at: https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs

SHS Policies & Procedures

Electronic Device Policy (Cell Phones/Mobile Communication)

In coordination with Indiana State Laws, students may not have access to cellphones from “First Bell” until the “Last Dismissal Bell”. This bell-to-bell rule includes smartwatches, smartglasses, and gaming devices. Headphones may be used at teacher discretion in the classroom on your chromebook.

Use of mobile communication devices, except those approved by a teacher, administrator, or documented medical reason, at any other time is prohibited, and they must be powered completely off (i.e., not just placed in vibrate or silent mode) and stored in your locker. Failure to comply will result in disciplinary action. Refusal to turnover electronic devices to staff members will be considered an act of insubordination.

- **1st Violation** - Lunch Detention
- **2nd violation** - Afterschool Detention
- **3rd Violation** - 1 Referral - 1 Day ISS - Parent/Guardian Picks Up Phone

No student shall use a cell phone or mobile communication device to violate any code of conduct, bullying policy, and/or computer usage agreements.

Contents of cell phones and/or mobile communication devices may be reviewed and searched if there exists a reasonable suspicion that it may have been used to violate any school policy. Students bringing cell phones or other mobile communication devices to school do so at their own risk. The school will not be held responsible if a device is lost, stolen, or misplaced.

Chromebooks & Computer Vandalism

Each student will be assigned a Chromebook entering school. Prior to allowing students to take the Chromebook home, each student will be required to have a copy of the Salem Corporation Chromebook Policy Handbook and sign a form in the Salem High School Office. Salem Schools encourages all students to sign up for the Chromebook insurance plan to ensure effective use throughout the school year. All students are expected to bring their charged Chromebook to school / class on a daily basis.

Computer vandalism will result in cancellation of system use privileges. Fines will 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 system, loading unauthorized software to a system, or any attempt to change the configuration of the computer or system software. This includes, but is not limited to, the uploading or creating of computer viruses.
Any attempt to circumvent SHS blocked sites will result in computer restriction or disciplinary action.
Writing email is strictly forbidden during school hours.

Plagiarism

Plagiarism is “presenting someone else’s work, including the work of other students, as the submitting student’s own. A student must not present ideas or materials taken from another source for either written or oral use without fully acknowledging the source, unless the information is common knowledge.” Cheating is “using, providing, or attempting to use or provide unauthorized assistance, materials, information, or study aids in any form.”

Your use of anyone else’s (or any AI system’s) words, graphic images, calculations, or ideas should be properly cited. AI generators/programs such as ChatGPT, Grammarly, QuillBot, Spinbot, Dall-E, etc. should not be used for any work for this class without explicit permission of the teacher and appropriate attribution. AI text generators should not be used for:

1. Creating or revising drafts
2. Editing your work
3. Reviewing a peer's work
4. Homework

The use of generative AI platforms will be considered plagiarism and/or cheating and will be reported to school administration and handled according to SHS Policies. Consequences for academic misconduct in this course may include a failing grade on the assignment, a reduction in your final course grade, discipline referrals, among other possibilities.

Homework Policy

Academic achievement and demonstrated proficiency are primary objectives for all students enrolled at Salem High School. Homework will be required on occasion from nearly all students since a worthwhile education program demands certain projects outside the classroom.

Assigned homework will be used to reinforce education objectives. Instructors will be expected to outline and distribute the homework policy for each individual class explaining the purpose and procedure for administering and evaluating homework.

Students are encouraged to keep up to date by checking the Google Classroom if the student is absent. Students who are absent two or more days may have their parent/guardian secure homework assignments by phoning the Attendance Clerk at 883-3904. If the call is received before 8:30 a.m., assignments will be ready to be picked up at school dismissal (3:30 p.m.).

Students will be encouraged to complete assigned work during assigned study time so that it will not interfere with other interests. Students are encouraged to have time for family duties, home responsibilities, and recreation after school is dismissed.

Academic Honesty

Cheating on tests, homework assignments, projects, etc. may cause a student to receive a zero on the assignment(s) in question. A repeated violation of this policy may result in removal from a class or classes. The student may also receive further disciplinary action.

Bookbags & Backpacks

Students are not permitted to carry bookbags and backpacks from class to class during the school day. All backpacks must be stored in assigned student lockers upon arrival to school and should remain there until dismissal, unless otherwise authorized by school staff.

Students may access their lockers between classes as needed to retrieve materials. Small personal bags (such as purses or pencil pouches) are allowed in classrooms, provided they do not disrupt the learning environment.

Failure to comply with this policy may result in disciplinary action in accordance with school rules.

Locker Policy

Each locker has been equipped with a combination lock. The student is the only person who should know the combination. He/she is completely responsible for all books and other articles which are brought to school. The school cannot assume responsibility for any loss. All articles are brought to school at the owner's risk. The school prefers that articles of value be left at home. Under no circumstances should a student change lockers or use a locker other than the one assigned. There is to be no writing on the lockers inside or outside.

School Safety

All outside doors will be locked at 8:30 a.m. in an effort to provide a safe, secure learning environment. All persons entering the school building after 8:30 a.m. should enter through the main entrance by the front office. Security cameras are located throughout the school to monitor activities in the halls for school safety as well. Students who tamper with outside doors or security cameras will face possible disciplinary action.

Fighting

Any student involved – whether it be a physical or verbal confrontation will be equally punished. Fighting will not be tolerated in a school setting. The first fight will result in 2 REFERRALS – three days of in school suspension ISS. The second fight may result in expulsion.

**The Salem Police may be notified in the event of a fight. Students involved in the fight may be taken to jail and parents must pick up the student. Possible charges of battery or disorderly conduct may be filed.

Bullying

Bullying is overt repeated acts including physical, verbal or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or intimidate the other student. Bullying shall be prohibited on school grounds, on a school bus, at a school bus stop, or any school sponsored activity. (IDOE)

Insubordination

Good school order requires that students comply with requests, instructions, or directions given by members of the school staff. Refusal to comply could lead to suspension and repeated offenses could lead to expulsion. If a student believes a request, instruction, or directions is unfair or unjust, they must first comply and then may make a complaint to the principal's office.

Tobacco Products - Smoke Free

The Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for students and as such remains committed to reduce involuntary exposure to tobacco smoke among students and staff…It is the intent of the Board to create a "tobacco free" school environment. (Board Policy #2150, Adopted January 6, 2003)

In addition, any student under the age of eighteen (18) who has violated the Salem Community Schools tobacco policy has also violated the Indiana tobacco possession law (IC 35-46-1-10.5). Any student who is using any tobacco product, electronic cigarette, or look alike, OR IS IN POSSESSION OF SUCH, will be suspended out of school for three days. A notice of this violation of state law will be filed with the Salem Police Department.

Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature when made by any employee to student, student to employee, or student to another student. This type of behavior is not acceptable. Any initial complaint of sexual harassment should be registered with the building principal.

Open Display of Affection

Open display of affection can be very embarrassing to other students. Kissing, embracing and close body contact is not acceptable. Students will be issued a warning, and then a student conference with an administrator, parent contact or discipline action such as detentions and suspensions could be used.

Food and Drink Policy

Cafeteria food and food brought from home or a restaurant must stay in the cafeteria or library.

No food or drink should be taken into the bathrooms.

Bottled water is allowed in the classroom at the discretion of the teacher.

Students will not have snacks or drinks outside the designated areas, unless approved by the principal.

Student Dress and Appearance Code

General Policy: Salem Community Schools hereby implement 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. All students are expected to dress cleanly and neatly at all times. It is the responsibility of the students and parents to maintain a healthy and respectful appearance while attending school and school activities.

Specific Policies: All students are to dress and maintain their appearance in conformity with the General Policy. The General Policy excludes clothing and appearance related items that, in the judgment of the schools' administration, deviate from the policy specifications, including, but not limited to the following:

1. Students may wear fingertip length shorts and skirts/dresses. Note-Shorts/skirts/dresses with slits: the highest point of the slit in the material must be below fingertips. Shorts must be loose fitting. No undergarments can be visible.
2. Students may not wear low-cut tops, or garments that expose their back, shoulder, or midriff.
3. Short shirts are unacceptable. The shirt must cover over the belt buckle/loops. (when arms are raised no skin should show)
4. Sleeveless articles may only be worn if they are an over garment.
5. No student shall be permitted to wear clothing or articles of adornment with inappropriate pictures, language, slogans or symbols or those that promote or advertise the use of alcohol, beer, drugs, tobacco brands or organizations that promote inappropriate activity. Clothing with suggestive double meanings is prohibited.
6. No student shall be permitted to wear clothing in such a fashion that undergarments are displayed.
7. Only ear piercings are preferred. Other piercings that are determined by the administration to be distracting or dangerous will be prohibited.
8. Students shall not wear any type of hat or head covering except as prescribed by the school. These items should be in the student's locker during the school day. This includes bandanas.
9. Students shall not wear clothing that is excessively long or baggy to the extent that it creates a safety hazard.
10. No student will be permitted to wear sunglasses in the building.
11. No pants with holes above fingertip length which reveal skin or undergarments are allowed.
12. Footwear must be worn at all times.
13. No student will be permitted to have a blanket or pillow in the classroom.
14. No student shall be permitted to wear something that is considered offensive or overtly distracting to the classroom environment.

Supplies will not be supplied to students by the school in order to bring the student in compliance with school dress code rules.

*** Students will be issued a written warning upon the first violation of the dress code. Subsequent violations could result in detention, suspension, the student being placed on a behavior plan or any combination of the above.

Closed Campus

Once a student arrives on campus, whether by bus, by car, or by walking, he or she may not leave or sign out to leave without first obtaining permission from the principal, assistant principal or attendance clerk.

Off-limit areas include the baseball field, football and track area, the tennis courts area and the parking lot. If you arrive at school by car, you must leave the parking area without delay once the car is parked. Violations will result in disciplinary action.

During scheduled lunch time, no student may leave school unless a parent/guardian comes into the school and signs them out.

Any food deliveries must be pre approved by the Principal or Designee dropped off at the Front Office and consumed in the location determined by the Principal or Designee.

Note: Students arriving at school prior to 7:45 AM must report to the cafeteria or remain in the main lobby. Students will be allowed to go to the first period classroom after 7:45 AM. The only exception is to seek assistance from a teacher prior to school with prior arrangements.

Off Campus Classes

Students will walk to classes that meet in other buildings on the Salem Community Schools campus. Walking directly to classes and using proper crosswalks for safety measures are required. Students are not to drive unless they have a physical problem documented by a physician's note. Even then, they should ride alone. Students who travel to these classes on a regular basis, such as band, choir, and cadet teaching, should be aware of weather conditions and dress appropriately. Severe weather may dictate special arrangements for these classes, and students should listen carefully for announcements concerning this.

Winter Weather

Every effort is made to have school during winter weather but occasionally a snow or ice storm will dictate that school be closed in the interest of safety. In event of school closings the Washington County schools will notify the following radio and TV stations before 6:30 a.m.; WSLM (1220), WAVE (Ch 3), WHAS (Ch 11), and WLKY (Ch 32). Cancellations and delays will also be posted on the Salem Community Schools Facebook page and web-site. Students and parents are encouraged to monitor one of the above for closing announcements on these mornings when weather is questionable.

Students and parents should avoid calling the schools so that phone lines can remain open to deal with emergencies related to the weather. Radio and television stations also request that parents and students not call their stations so that their phone lines can be kept open to receive updated information from area schools.

There will also be an automated phone message, text message, and e-mail alert sent to the student's primary contact listed in Harmony.

Fire Drill & Evacuation Procedures

The fire signal is a loud intermittent tone by the intercom. Evacuation for a tornado drill is a loud rapid continuous tone by the intercom. Posted evacuation routes for fire/tornado are located in each room.

Medication Policy

No student will be allowed to carry medication at school.

Students may be permitted to bring medication to be taken at school if written parental instructions are provided. These instructions should include: the name of the student, the name of the medicine, the amount and time it is to be given, the doctor prescribing the medication and the reason it is being taken. Written signature by parent is required. Medications should be sent to school in the original container.

ONLY those medications provided by parents with complete instructions will be given at school.

All medications are distributed through the nurse's office and should be taken to the nurse upon arrival at school. Medicine may be returned to a student at the end of the day with written parental permission.

Publications

The Lyon

Publication Policy

1. The Lyon will strive to be representative of the entire school population, including a broad range of students.
2. The Lyon will accurately and honestly describe all organizations, athletics, classes, special events, achievements and trends in words and pictures.
3. Upon receiving a yearbook that is damaged, the student may exchange the book if no writing has been done in the book. If a book has been written in, then no exchange can be made unless the adviser feels the flaw is of major proportion (missing pages, etc.).
4. It will be the responsibility of the buyer to provide proof of purchase if no record can be found by the staff. A valid receipt signed by a member of the yearbook staff will be considered a valid proof of purchase.

5. Due to the rising cost of production no extra yearbooks will be ordered. In order to be sure they receive a book, students need to purchase them during the two weeks they are on sale during the school year.

Advertising Standards

All display advertising published in the newspaper or yearbook will be of the same journalistic quality expected in other areas of the publication. Advertising contracts are legally binding to both parties. Salem High School publications may refuse ads that are not pertinent to the audience, advertise products illegal or inappropriate for teenagers, such as those promoting cigarettes or alcohol, any including racial or other biases, and any found to be otherwise unsuitable for publication. An advertisement that seems questionable in any way will be submitted to the editorial board and will be judged by a majority vote. All decisions are final.

Financial Arrangements

The primary source of income for The Cub and The Lyon is advertising revenue.

Staff Selection

Successful completion of the introduction to journalism class is a prerequisite for selection.

700 ROAR RADIO

The radio station is run and operated by Salem High School students in Salem, IN. The radio station plays the best of the 70's, 80's, 90's, Indie and favorite music. The radio station is part of the Salem Lions News Network broadcasting The Salem Show, SLNN Live-Stream for sporting and other school sponsored events.

Extracurricular Eligibility Requirements

Scholastic Eligibility for all students participating in any extracurricular activities shall be as follows:

1. Earn 5 Credits - Students must have received 5 full credits at the end of their last grading period. (Semester grade takes precedence)

2. Credit Requirements - Students must maintain the proper number of credits necessary to be promoted to the next grade level. (Sophomore 10+, junior 18+, Senior 26+)

3. 2.0 Grade Point Average - Students participating in extracurricular activities will be required to maintain a 2.0 grade point average (GPA) at the end of each grading period. If a student's GPA falls below 2.0 he/she will be placed on "academic probation". A student is eligible to participate while on academic probation.

Student Activities Code

This code applies to all students involved in extracurricular (non-athletic) activities at Salem High School. This includes students that are participating in clubs, choir, band, school plays, etc…

Participation in extracurricular activities is a privilege. Violation of the Salem High School Students Activities Code Policy could result in suspension of that privilege. All participants must have a Drug Testing Consent Form on file to participate. Students that are required to take a drug test, and test positive for a controlled substance will be subject to the following consequences:

1. A student who tests positive for alcohol will have his/her driving privileges suspended for nine-weeks. A student driver who tests positive for banned substances other than alcohol will lose his or her driving privileges for nine-weeks or the remainder of the semester, whichever is longer.

2. A “follow up” test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow up” test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second “positive” result is obtained from the “follow up” test, or any later test of that participant, the same previous procedure shall be followed.

School Bus Safety Rules

For the safety and wellbeing of all students, the following rules must be obeyed while riding the school bus. Violations will result in disciplinary action and can result in the loss of bus riding privileges from one day to the remainder of the school year.

Bus Rules:

1. Observe the same conduct as in the classroom.
2. Be courteous, use not profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive. .
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus drivers are authorized to assign seats.

Prom Rules and Regulations

All currently enrolled juniors and seniors are invited to attend prom and are allowed one guest. A ticket price will be determined and charged to each person attending. Guests are allowed under the following guidelines:

Guests must be at least a sophomore in high school and no older than 20 on the day of the prom. The high school principal and prom sponsors will decide special situations, such as where two students are legally married.

A guest, who started as a student within the school year and drops out, may not attend the prom. Out of school guests must have proof of age or school enrollment when the ticket is purchased.

The prom is a privilege not a right. The high school principal or designee has the right to deny any student regarding problems in his or her school.

Rules of Conduct Governing Prom:

1. All students and guests who attend the prom are expected to follow the rules and regulations of Salem High School.
2. Once a person has been admitted to the prom, he/she will not be permitted to leave the prom site for any purpose other than to leave the prom altogether. Once dismissed there will be no re-admission.
3. Attendees will sign-out when leaving prom at which time school sponsorship and supervision will end.
4. If at any time during the prom, inappropriate or vulgar dress or behavior is exhibited, the principal or his designee has the authority to ask the attendee to leave.

Senior Trip Rules of Conduct

Rules:

1. Alcoholic beverages and controlled substances of all kinds are absolutely forbidden.
2. There will be no use of tobacco (smoking, vaping, nicotine pouches, etc.)
3. A student is not allowed to leave the group during the trip without written permission of the parents or guardians, the sponsors, and the school administration.
4. No one is allowed to join the group after it has left Salem.

The above rules are established in an effort to contribute to the success of the trip, and they will be rigidly enforced. Any student who does not wish to comply with these rules is requested not to start on the trip. The class sponsors and chaperones reserve the right to dismiss any student from the trip for any illegal activity or for the infraction of any rule. Any student who is dismissed after leaving Salem will be remanded to the local police to be held until the class sponsors or chaperones can notify the parents or guardians of the student. At that time the school will refuse all responsibility for the involved student and it is understood that the parents or guardians are responsible to provide transportation back to Salem.

Sales and Charity Campaigns

Policies and regulations of the Board of School Trustees as adopted on July 1, 1983 regarding sales and charity campaigns.

1. School-sponsored selling campaigns are prohibited except for activities directly concerned with school events.
2. Any such campaign must have the approval of the school administration.

3. Charity drives calling for collection of money from students are to be arranged by the principal and limited in scope.

Parking Permit

Students attending Salem High School should understand that driving a vehicle to school and parking the vehicle in the designated parking lot is a privilege and certain rules must be followed or the parking permit will be suspended temporarily or permanently if necessary. Extreme violations may result in vehicles being towed at student expense.

Parking Rules

1. The hospital parking lot is off limits to students. Students may park only in their designated spot. Parking on the street will be for visitors only. Spaces painted with white lines are reserved for students. Spaces with yellow lines are reserved for staff.
2. Any vehicle that a student may drive to school must be properly registered with the school and must have a S.H.S. parking permit displayed on the rearview mirror.
3. Students are not to remain in any vehicle once it is parked. They should immediately report to the building area.
4. The vehicle must be parked in a reasonable position/manner so that the vehicle will not prevent other people from parking properly in all adjacent spaces or lanes.
5. The vehicle must remain in the assigned space during the school day unless leaving school for an approved reason determined by an administrator or the student services secretary.
6. A drug testing consent form must be signed and on file in the main office in order to drive to school.
7. A violation is any action that may be unsafe or a violation of parking rules 1-6.
8. All drivers on school property are to obey Indiana traffic laws and wear your seat belt.

Consequences for Violations - Extreme violations will result in immediate loss of parking privilege (unsafe acts or spinning of tires).

Minor infractions:

- 1st violation – written/verbal warning
- 2nd violation –After School Detention and contact parent
- 3rd violation –ISS and contact parent.
- 4th violation - parking privilege will be revoked for the remainder of the school year. The vehicle will be towed.

Search of Motor Vehicles Driven to School – The actual presence of a vehicle driven onto school property will serve as consent to search.

SHS Attendance Policies

GOOD ATTENDANCE IS A MUST.

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 between 7:30 - 9:00 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 reason for the absence and the student will be marked with an unexcused absence (AUX). Below are reasons an absence will be excused or verified:

Excused Absences (AEX)

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. The parent may excuse the absence by phone or written notification up to 5 days each semester after this all absences must be excused by a physician note.
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 PRE APPROVED. This includes vacation days requested and counts towards the 5 absences excused by parents per semester.

All other absences will be considered unexcused (AUX).

SCS Procedures for Excessive Absences (Truancy)

If a student reaches 4 days unexcused or unverified absences, the building Attendance Clerk, Principal or Designee will notify the parent/guardian by phone and/or email of the importance of school attendance. The phone and/or email will be documented with a date and time.

If a student reaches 6 unexcused or unverified absences the building Attendance Clerk, Principal or Designee will send a letter of concern of the attendance policy and the next steps if the absences continue. The letter will be documented with a date and time.

If a student reaches 8 unexcused or unverified absences the School Resource Officer, Principal or Designee will make a home visit and check the wellness or health of the student. The home visit will be documented with a date and time.

If a student reaches 10 unexcused or unverified absences the school administration will contact the Washington County Probation and/or contact the Department of Child Services to report the students lack of attendance. The reporting will be documented with a date and a time.

The goal of improving communication is to help 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 will refer a middle or high school student to the Washington County Probation Department and an elementary student 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.

Common Attendance Codes (Harmony)

Unverified (AUV) 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 (AUX) 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 (AEX) absences refer to absences when the reason has been established and the student is excused through formal documentation.

11 unexcused absence/semester	1 Referral;	1 Day OSS / ISS
16 unexcused absences/semester	1 Referral	2 Day OSS / ISS
21 unexcused absences	2 Referrals	TBD by School Administrator

Pregnancy

Students who are pregnant will have a conference with the parent, counselor, administrator, and teachers to determine the student's academic status. At the conference, a plan will be devised to attempt to meet the needs of the students. It is possible that some classes may be dropped and an adjusted schedule arranged.

Late Arrivals & Tardies

Late Arrivals

Students who are late to school (late arrivals) are required to sign in at the office to obtain a pass to class. If a student is less than 10 minutes late it will be considered a class tardy and the tardy policy will be followed. If the student is more than 10 minutes late, it is considered a late arrival. Late arrivals will be excused in the same manner as excused absences, this can be found in the Attendance Rules and Regulations portion of the student handbook. The school late arrival policy is below.

The following is per nine week grading period:

- First/second late arrival: Warning
- Third late arrival: one lunch detention
- Fourth late arrival: 1 after school detention
- 5th + late arrival: Student referred to administration - 1 Day ISS

Class Tardies

The following are per class per 9 week grading period:

- First & second tardy to class: Warning
- Third tardy: Teacher assigns a lunch detention
- Fourth tardy: Teacher assigns an after school detention
- Fifth tardy: Student referred to administration - 1 Day ISS

Failure to comply with the above consequences will result in further disciplinary action.

Compulsory School Attendance Law

Indiana Code 20-8.13

The compulsory school attendance law requires all children to attend a school taught in the English language from either the start of the school year during which a child will turn 7 (if the child is to attend a public school), or at age 7 (if the child is to attend a non-accredited, nonpublic school {including, but not limited to, a "homeschool"}). The child must continue to attend school until he or she turns 18, earns a high school diploma, or formally "drops out" of school at age 16 or 17, according to the procedure set forth by IC 20-33-2-28.5.

SHS Discipline Procedures

Obviously, no procedures for handling discipline problems can be all inclusive but some basic guidelines are helpful in the interest of consistency, fairness, and just punishment. It is with this intent that the following has been formulated, realizing that no guidelines are absolute. Most importantly, every effort will be made to match the severity of the corrective measure with the severity of the offense. All discipline problems will be carefully investigated, hearing both sides of the incident or issue and subsequently making an objective decision.

Disciplinary Options

A. Detentions

Faculty may require a student to serve lunch detention (LD) or After School Detention (ASD). The detention may be served with the teacher who issues the detention or with the supervisor in the designated detention area from 3:30 – 4:30 p.m. Students may be assigned to detention for the following:

- Classroom Disruption
- Disrespectful Behavior
- Being Away From Assigned Area
- Repeated Rule Violation
- Disruptive/Inappropriate Behavior
- Disruptive/Inappropriate Dress
- Late to Class (habitual tardiness)
- Sleeping In Class

If a student fails to report to detention, additional discipline will be assigned.

Lunch Detentions will be served during lunch at designated locations.

B. Referral/Suspensions

A referral is a mark against one's behavioral record by reason of misconduct or failure to follow school policies.

1. Referrals accumulate throughout the school year.
2. Referrals are given for serious offenses.

Types of suspensions – OSS or ISS

Referrals and other serious classroom violations can lead to suspensions from school.

Offense	**Referral**	**Additional Action/Remarks**
Violation of closed campus	0-1	ASD, Suspension
Referral by teacher (written-up after 3rd incident)	0-1	ASD, Suspension
Tampering with school security cameras/ outside doors	0-1	ASD, Suspension
Insubordination, disrespect, hazing, harassment, possession or display of obscene books or pictures	1-2	Material confiscated, proper authorities notified
Smoking. vaping, chewing, or having tobacco products in possession,	1-2	Personal Items searched, police may be notified (Possible citation issued)
Vandalism/Theft under $100.00	1-2	Restitution, police may be notified
Fighting	2	Police may be called. Parents must pick up if a student is involved with the police. Criminal charges may be filed.
Use of verbal or physical intimidation/threats	1-2	Student sent home. Police report -criminal gang activity or intimidation may be filed.
Any conduct constituting interference with school purposes	1-4	ASD, Suspension
Reckless driving/speeding on school property	1-2	Parking privileges suspended for a period of time
Sexual harassment	1-2	Police may be notified
Depriving access to building/false reporting i.e. fire alarm	2-3	Police will be notified
Possession of weapons or look alike	3-4	Student sent home. Police may be notified.
Vandalism/Theft over $100.00	2-3	Student sent home, restitution, police may be notified.
Arson, Possession of firearm	4	Immediate request for expulsion, deadly weapon police notified
Assault	4	Police notified
Substance abuse offenses	3-4	Police notified

Referrals	**Possible Punishment**
A. First referral	Verbal Warning, ISS, ASD
B. Second referral	2-3 days OSS/ISS
C. Third referral	3-5 days OSS/ISS
D. Fourth referral	10 days OSS, a recommendation for expulsion for one year may be made to the superintendent and/or superintendent's designee

Proper documentation of such misconduct must be kept by the teacher and students will be informed of such documentation. The teacher may at any time ask for assistance from an administrator. This assistance should be documented by the teacher.

On the occasion of the first incident, the teacher and student should have a conference discussing the behavior, corrective measures to be taken and possible consequences.

On the occasion of the second incident, the teacher and student will again confer and then the teacher will contact the parent or guardian by phone, mail, or person to person contact.

On the occasion of the third offense, the teacher may request the administration to intervene by completing the student discipline form. Completion of this form is considered a referral.

On the occasion of the fourth offense, the administration may request expulsion for the semester or the school year.

C. Major Problems of a Criminal Nature

After careful investigation by the principal or his designee, a situation may be classified as a problem of a criminal nature. At this time the Salem Police will be notified. Situations may also involve the county and state police. Probation and child/family services may also provide support. It will be the responsibility of Salem High School to contact parents or guardians of the students involved as soon as possible. Items in this category could lead to immediate expulsion

1. Assault on a student or school employee.
2. Possession of weapons or dangerous instruments.
3. Possession, use, or sale of narcotics, alcoholic beverages, depressants, stimulant drugs, controlled substances or counterfeit drugs.
4. False fire alarm/tampering with fire extinguisher.
5. Bomb threat.
6. Possessing or exploding firecrackers.
7. Any other violation of criminal law.

Upon the first referral to the administration, the assistant principal will contact the parent and discuss

the behavior problem, corrective measures that can be taken and possible consequences. The consequences measure that may be utilized will include one or more of the following:

1. Teacher/Student Conference
2. Counselor/Student Conference.
3. Assistant Principal Conference
4. Phone Call to Parent
5. Letter to Parent
6. Formal Apology
7. Restitution
8. In School Suspension
9. Out Of School Suspension
10. Conference with Building Principal
11. Referral to the Probation Office
12. Expulsion
13. Community Service

Unless unusual circumstances are identified, upon the fourth referral to the administration, an expulsion meeting will be conducted in accordance with the policies listed in the Expulsion Procedures section of this handbook.

NOTE: Students who are in In-School Suspension will be allowed to do school work and will lose no class credit. All ISS assignments are expected to be completed before returning to class. All O.S.S. make-up work is determined by each individual instructor.

*The Community Service will include a nominal fee paid by the student.

Students who are involved in a physical and/or verbal altercation at school and carry it over after school hours on or off school grounds may be subject to disciplinary action.

STUDENTS EXPELLED FOR THE FIRST SEMESTER WILL RETURN ON A PROBATIONARY STATUS FOR THE SECOND SEMESTER. IF ANOTHER REFERRAL IS ADDED SECOND SEMESTER, THE EXPULSION WILL CONTINUE.

Consequences for Disruptive Behavior

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 middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another

setting.

2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.

3. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

Grounds 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 school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

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. <u>Student Misconduct and/or Substantial Disobedience</u>

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

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 other students to engage in such conduct. Prohibited conduct includes coercion, harassment, 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. Self-defense 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. *[Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.] [Low THC Extract products as defined by state law are excluded from this rule.]*

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 caffeine-based substances other than beverages, substances containing phenylpropanolamine (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. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.

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 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 board policy or administrative 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 an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.

29. 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 <u>not</u> 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. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.

30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. <u>Bullying</u>

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

   - places the targeted student in reasonable fear of harm to the targeted student's person or property;

   - has a substantially detrimental effect on the targeted student's physical or mental health;

   - has the effect of substantially interfering with the targeted student's academic performance; or

   - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.

5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the **alleged perpetrator** and the targeted student(s) shall be notified **of the reported bullying incidents within five business days of the report of such incidents and** on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. **During the investigation, the school's priority will be the safety of the victim.** ***The investigation may include a determination of the severity of the bullying***

incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

6. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. 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 bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. **Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.**

12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. <u>Possessing A Firearm or A Destructive Device</u>

1. No student shall possess, handle, or transmit any firearm or destructive device on school property.

2. The following devices are considered to be a firearm under this rule:

   - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

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. <u>Possessing A Deadly Weapon</u>

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 of this rule:

- 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.

3. 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 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) 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.

Suspension Procedure

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
    a. a written or oral statement of the charges;
    b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
    c. the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

    Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

3. During the suspension, the student is required to complete all schoolwork assigned during the suspension. The principal or designee will ensure the student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has any questions about the assignments. For any assignments and/or schoolwork completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.

Expulsion Procedure

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

    a. legal counsel

    b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

6. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student’s parents. The board will then take any action deemed appropriate.

Academics

Graduation

Ensuring that all required courses and total credits are in order to meet graduation requirements is the responsibility of each student. Graduation checklists are available from counselors who meet with each student to review progress and assist with course selections. Seniors who do not complete all required coursework or finish correspondence/independent study courses at least two weeks prior to the end of the second semester will not be allowed to march with their class in commencement exercises.

Seniors will be honored at graduation according to their GPA and level of diploma. Students with a weighted GPA of 4.25 or higher will receive Summa Cum Laude honors. Graduates with a weighted GPA between 4.0 and 4.24 will receive Magna Cum Laude. Students with a weighted GPA of 3.75-3.99 will be awarded Cum Laude. National Honor Society graduates will wear a special sash. Core 40 with Academic or Technical Honors graduates will be highlighted on the graduation program and a special seal will be affixed to their permanent records and diplomas.

Old Diploma Types - Classes of 2026, 2027, & 2028

Indiana Core 40 Diploma: The Indiana Department of Education expects all students to enroll in the Indiana Core 40 Curriculum. This curriculum requires students to earn 40 credits, including specific courses. This curriculum is designed to prepare students for success in a wide variety of educational and career opportunities following high school.

Indiana Core 40 Diploma with Academic Honors: The Indiana Core 40 Diploma with Academic Honors is available to students who go beyond the Core 40 requirements and earn 47 credits. Additional requirements for Academic Honors include two additional credits in a high level of math, six to eight credits in a foreign language and two credits in fine art. Honor diploma students are encouraged to take the honors section of courses if one is offered. A cumulative grade point average of 3.0 at graduation is required, and students must earn at least a C- in the required classes. Academic Honors students must also meet additional requirements for SAT/ACT test scores, dual credits, and/or completion of Advanced Placement courses.

Indiana Core 40 Diploma with Technical Honors: The Indiana Core 40 Diploma with Technical Honors is available to students who go beyond the Core 40 requirements and earn 47 credits while participating in a Career or Technical Program. Additional requirements beyond Core 40 for Technical Honors include completion of a career or technical program in which students earn a state recognized certificate or an Indiana Certificate of Technical Achievement. A cumulative grade point average of 3.0 at graduation is required, and students must earn at least a C- in the required classes.

Indiana General High School Diploma: The Indiana High School Diploma is available only for juniors or seniors after a parent conference determination that the Core 40 diploma does not fit the

student's needs and abilities. Students on the minimum diploma track must still earn 40 credits including 6 credits in a Career Academic Sequence. Requirements also include Flex Credits which are additional credits in English, math, science, social studies, and foreign language or dual credits, technical or workforce certification or an internship. In addition to the required credits, students must demonstrate their ability to meet the standards on both the English/Language Arts and Mathematics portions of the End of Course Assessments.

New Indiana Diploma - Class of 2029, 2030

Indiana is in the process of finishing the outline and requirements for the new Indiana High School Diploma. This diploma will reflect a change in some of the past required coursework, change in credits, allow students to obtain readiness seals in preparation for future goals. This section will be updated as more information from the IDOE becomes available to schools and as SHS adapts course offerings.

Old & New Indiana Diploma Comparison:
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://bloximages.newyork1.vip.townnews.com/wdrb.com/content/tncms/assets/v3/editorial/1/64/164b714c-61c5-11ef-8795-87944c929d15/66c94d1348acd.file.pdf

Midterm/EARLY Graduation

The Indiana State Board of Education allows students to graduate after seven semesters if they have completed all state and local graduation requirements and met the standards in both English/Language Arts and Mathematics on the End of Course Assessments. Students must submit a Midterm Graduation Application by August 1 of the senior year stating a compelling reason for requesting Mid-term graduation to gain principal approval. A conference with parents, counselor and principal is also required. Midterm graduates will not receive their diplomas until Commencement ceremonies at the end of the regular school year. A letter stating that the student has graduated will be issued at the student's request. Students who graduate after their seventh semester forfeit participation in all second semester extra-curricular activities, sports and school organizations, except Honor Day, prom and Commencement ceremonies. Students wishing to graduate early will be evaluated on a case by case basis. A minimum of a Core 40 diploma and passing scores on the ECA test will be required.

Semester Grades

The final semester grade includes points for all assignments, tests, and projects from the entire semester, not an average of the grading periods. At the end of each nine-weeks, report cards will be sent home with students showing grades and attendance for each class taken. These nine-week periods are not independent grades, but a cumulative progress report for the entire semester up to that point.

GPA/Class Rank

At the end of each semester, the rank for each graduating class is figured by ordering students according to their cumulative grade point averages for all semesters of high school. Grade Point Averages are calculated at the end of each semester. Grade points are assigned according to the scale below. Class rank for each graduating class is calculated by ordering students according to their cumulative total grade points earned, not grade point average.

A+ = 4.0	B+ = 3.5	C+ = 2.5	D+ = 1.5	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	NC= 0.0
A- = 3.75	B- = 2.75	C- = 1.75	D- = 0.75	W/F=0.0

Beginning with the Class of 2012 grades will be weighted according to course difficulty. Students taking honors level classes will be awarded bonus points that will impact their overall GPA. The chart below shows the process of grade weighting.

Letter Grade	GPA	Weighted GPA (Honors)	Weighted GPA (Dual Credit)	Weighted GPA (Advanced Placement)
A	4.0	4.5	4.75	5.0
A-	3.75	4.25	4.5	4.75
B+	3.5	4.0	4.25	4.5
B	3.0	3.5	3.75	4.0
B-	2.75	3.25	3.5	3.75
C+	2.5	3.0	3.25	3.5
C	2.0	2.5	2.75	3.0
C-	1.75	2.25	2.5	2.75
D+	1.5	NA	NA	NA
D	1.0	NA	NA	NA
D-	.75	NA	NA	NA
F	0	NA	NA	NA
WF	0	NA	NA	NA
NC	0	NA	NA	NA

A grade of NC or No Credit is given when student absences exceed the 10-day unexcused absence limit.

A grade of withdrawal/Fail (W/F) is figured into the GPA as a 0.

Incompletes

Teachers may give an "I" or incomplete grade on a report card to a student who for medical or other reasons did not meet requirements for the course by the end of the grading period. The student will

have two weeks to meet the requirements. After two weeks, the grade is automatically changed to an F if assignments have not been turned in.

Auditing a Course

Students may audit a course when approved by the principal and teacher. The student must participate in all course activities and assignments, but will receive no grade or credit for the course. Requests for auditing must be made no later than nine weeks into the course.

Repeating a Course

Students may retake a required course to improve a low, but passing grade. Both grades will be recorded on the student's transcript. The higher grade of the two will be used to meet requirements for Core 40 and Academic Honors Diploma and in calculating the student's cumulative GPA.

Dual Credit/College Credit and Advanced Placement

Salem High School students may take certain dual credit courses for high school credit as well as college credit. Students interested in dual credit courses other than those listed below should see a counselor prior to taking the postsecondary course to be sure all criteria for awarding dual credit will be met. ***In order to receive dual credit, students must be enrolled in one of the courses below, meet certain testing prerequisites and complete an enrollment form.*** Dual credit options include:

Dual credit options include:

- **Ivy Tech Community College**: Ivy Tech has approved the following courses for dual credit: Pre-Calculus (MATH 136/MATH 137), Finite Math (MATH 135), Calculus (Math 211), AP Psychology (PSYC 101), US Government (POLS 101), Economics (ECON 101), Spanish III and IV (SPAN 101/102, 201/202, AP Physics (PHYS 101), Chemistry II (CHEM 101), Advanced Animal Science (AGRI 107), Food Science, Earth Space Science (SCIN 100), Anatomy and Physiology (APHY 101 & 102), Microbiology & Genetics (BIOL 211), French 3 and 4 (FREN 101, 102, 201, 202), HIRE Technology (MPRO 100,106), AP English 11 (ENGL 111), Business Law, Personal Finance, Principles of Teaching, Fundamentals of Public Speaking (Comm 101)

- **Prosser Career Education Center** offers both dual credit and opportunities to count Prosser coursework for credit at numerous institutions including Ivy Tech State College, Universal Technical Institute, University of Northwestern Ohio, Northern Kentucky University, Vincennes University, Louisville Technical College, Indiana University Southeast, Sullivan University, Universal Technical Institute and others.

Salem High School offers several Advanced Placement classes, including AP Calculus AB, AP English Literature/Composition, AP Language/Composition AP Seminar,AP Psychology and AP

Physics B. ***To earn college credits, students must take the College Board exam(s) in the spring and score high enough to meet standards set by each college.***

Credits from Other Sources

Students who take high school courses through accredited high school programs may transfer those credits to Salem High School by providing documentation of curriculum and grades earned. These sources commonly include correspondence and on-line courses through Indiana University or the University of Missouri, alternative school courses, and summer school courses from either SHS or other area high schools. All such courses must be approved in advance by the student's counselor. An official transcript of grades of all transfer credits from the issuing school must be received at least two weeks prior to the end of the semester to entitle seniors to participate in Commencement ceremonies. The number of such credits accepted is limited to 8 credits without special approval of the principal. (This does not apply for students who transfer from another school district.) Enrollment for PLATO for credit recovery is limited and must be approved by the principal, counselor and parent.

Transcripts

Salem High School cannot release grades or a school transcript for colleges or scholarships without a signed release form completed at registration.

Prosser

Salem High School juniors and seniors may elect to enroll in a vocational class at Prosser Career Education Center in New Albany. Prosser offers three-hour classes in a number of vocational and technical areas, which may earn a student certification or college credit as well as three high school credits each semester. In order to attend Prosser, students must be in good standing at Salem High School in both academics and attendance. Applications for Prosser must be returned to Student Services by the deadline posted in Student Services.

On the days that Salem is on a two-hour delay schedule due to inclement weather, the morning or AM Prosser bus will not run. Students will not be penalized at Prosser. The PM Prosser bus will run as scheduled following the two hour delay. When NAFCS are on a two-hour delay and SCS are on a regular schedule Salem AM Prosser students **DO NOT** have to go to Prosser. The PM Prosser students should go on their regular schedule. If NAFCS is not in session, the bus will not run for either session. When Prosser is not in session, students are still required to attend all classes at Salem High School.

Course Scheduling

During the spring semester, students will meet with counselors to complete a Course Selection Sheet based on their career plans, academic plans, and related course selections which will be sent home

for parent approval and a signature. A copy of the student's course requests and current graduation status will be sent home at a later date. It is the responsibility of the student and parents to make the final course selection. Parents may schedule an appointment to meet with the student and counselor to discuss scheduling options.

Course Load

Students may enroll in as many as seven classes for each semester. A student may take no more than one period of Learning Center in each semester.

The Indiana State Board of Education's instruction time rules require schools to provide a full instructional day to all students. This requirement includes seniors. Shortened schedules may be allowed in extraordinary circumstances at the discretion of the principal.

Course Admission

Students and parents should carefully consider whether students have the academic background, learning strategies, and motivation required to be successful in each course they are considering. Before enrolling in some courses, students must meet placement requirements or have earned satisfactory grades in a prerequisite course. These requirements are listed in the course description for each class. A signed waiver may be required for any grade lower than the recommended grade.

Schedule Change

Students are expected to give careful consideration to course selections when they are made in the spring of the year. Students will be able to review their schedules during the week before the start of school and make adjustments. . Changes will be made in accordance to the student's needs and abilities, and parental approval and teacher recommendation may be necessary before a change will be made. No changes will be made for the sole purpose of changing teachers or periods that a particular class meets. Likewise, changes cannot be made that will unbalance or overload already existing sections of classes.

Schedule changes must be made by the first week of class. During the first six weeks, students may withdraw from a class and replace it with a learning center, if they are not already enrolled in one. After the first six weeks, students who withdraw from a class will receive a W/F.

Withdrawal from School

Students who withdraw to transfer to another school must obtain a Transfer Form from their counselor prior to the day of withdrawal. All books must be returned and a parent signature is required for all students under the age of 18 who are transferring to other schools. Students who withdraw and are not intending to enroll in another school must have an "Exit Interview" with the principal (or designee)

and parent. Even with parent and principal approval, a student who is at least 16 years of age but less than 18 years of age is bound by Indiana's compulsory school attendance and may not withdraw from school before graduation unless the withdrawal is due to an illness, an order by a court that has jurisdiction over the student or financial hardship and the student must be employed to support the family or dependents.

Testing

Several achievement and aptitude tests are given each year to Salem High School students. These include:

- PSAT (Preliminary Scholastic Aptitude Test) is offered to juniors and sophomores in October. The PSAT prepares students to take college entrance exams such as the SAT or ACT. Juniors may also qualify for National Merit recognition through PSAT. Students must register for this exam through Student Services. Fee waivers are available for students who are eligible for Free or Reduced Lunch.
- **All juniors** will be required to take the SAT in the spring as one of the requirements for graduation. The test will be administered during the assigned window provided by the Indiana Department of Education.
- SAT and ACT provide testing for college admissions. Both the SAT and ACT are given throughout the year for juniors and seniors who plan to attend a college or university. Many students take one or both of the exams more than once to increase their chances of doing well. In addition to college admissions, these scores are also used to award merit scholarships. Students may register online (http://satsuite.collegeboard.org or www.act.org. Salem High School is a SAT and ACT testing site and students can opt to take the test here or at several neighboring schools. Check the schedule for local test dates. **Salem High School's CEEB/high school code is 153-130**. Fee waivers are available for students who are eligible for Free or Reduced Lunch.
- Armed Services Vocational Aptitude Battery (ASVAB) is a test that may be given to students interested in joining the military. It is a test that measures the student's readiness to become proficient in a certain type of work (aptitude). Through the ASVAB test, students qualify for various training opportunities in the military, many of which have related occupations in civilian life. The ASVAB also includes a career interest inventory and may help students meet a graduation pathway.

Student Services Staff

Guidance, career, and special education counselors and the school nurse, are available to assist students with academic, career, and personal concerns. Students who need to see a counselor should sign up in Student Services or have their parent or teacher contact a counselor or social worker. Counselors will call the student from the study hall, or a class if necessary. Student Services staff include:

Maegan Gamble	Receptionist	mgamble@salemschools.us
Megan Stewart	Attendance	mstewart@salemschools.us
Norma Gramlin	Treasurer	ngramlin@salemschools.us

Andrea Pitcock	Grades 9-10	apitcock@salemschools.us
Kevin Albertson	Grades 11-12	kalbertson@salemschools.us
Karen Barry	Career Coach	kbarry@salemschools.us
Debbie Ball	Nurse	dball@salemschools.us

DIPLOMA TRACK CHARTS (below)

Indiana Core 40 Diploma	
English/ Language Arts	**8 credits**
	English 9, 10, 11, and 12
Mathematics	**6 credits**
	2 credits: Algebra I 2 credits: Algebra II 2 credits: Geometry All students are required to take a math or quantitative reasoning course during their junior or senior year.
Science	**6 credits**
	2 credits: Biology I 2 credits: Chemistry I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	**6 credits**
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Flex Credits	**5 credits**
	World Languages Fine Arts Career/Technical
Physical Education	**2 credits**
Health and Wellness	**1 credit**
College and Career Electives*	**6 credits** 1 Credit: Personal Financial Responsibility Including 2 credits: Preparing for College and Careers and Digital Applications & Responsibility (Career Academic Sequence Recommended)
40 Total State Credits Required	

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.
* Many colleges require two years of a foreign language for admission.

INDIANA CORE 40 DIPLOMA WITH ACADEMIC HONORS	
English/Language Arts	**8 Credits**
	Credits must include 4 years of CP or Honors English (9, 10, 11, 12) which will include units in literature, speech, and composition
Mathematics	**8 Credits**
	2 Credits: Algebra I 2 Credits: Algebra II or Honors Algebra II* 2 Credits: Geometry or Honors Geometry* 2 Credits: Pre-Calculus, Trigonometry, or Statistics *Honors level recommended but not required to advance to 4th year math courses
Science	**6 Credits**
	2 Credits: Biology I or Honors Biology I 2 Credits: Chemistry I or Integrated Chemistry/Physics 2 Credits: Any science class including Physics, Chemistry II, Biology II and Advanced Animal Science
Social Studies	**6 Credits**
	2 Credits: U.S. History 2 Credits Government and Economics 2 Credits: World History/Civilization or Geography/History of the World
Physical Education	**2 Credits**
Health	**1 Credit**
World Languages	**6-8 Credits**
	6-8 Credits in French or Spanish or 4 credits each in both French and Spanish
Fine Arts	**2 Credits**
	2 Credits: in Two-Dimensional Art, Advanced Chorus, Advanced Concert Band, Dance Performance, Theatre Arts, Music Appreciation/Electronic Music
Flex Credits	**5 Credits:**
	1 Credit: Career Planning and Success 1 Credit: Digital Applications & Responsibility 1 Credit: Personal Financial Responsibility (Fine Arts and World Language Credits included above will count for additional 3 credits here)
Additional Requirements and Electives	Students may choose elective courses using Career Pathway Suggestions Complete one of the following: ● 2 Advanced Placement courses and corresponding AP exams ● Academic, transferable dual credit courses resulting in 6 college credits ● One Advanced Placement course and AP exam and dual credit resulting in 3 college credits ● Score 1200 or higher on the SAT or 26 composite on the ACT

47 Credit Minimum Requirement /Cumulative GPA 3.0 or Higher/C or Higher in Required 47 Credits

INDIANA CORE 40 DIPLOMA WITH TECHNICAL HONORS	
English/Language Arts	**8 Credits**
	Credits must include 4 years of CP or Honors English (9, 10, 11, 12) which will include units in literature, speech, and composition
Mathematics	**6 Credits**
	2 Credits: Algebra I 2 Credits: Algebra II or Honors Algebra II 2 credits: Geometry or Honors Geometry
Science	**6 Credits**
	2 Credits: Biology I 2 Credits: Chemistry I or Integrated Chemistry/Physics 2 Credits: Any science class including Physics, Chemistry II, Biology II and Advanced Animal Science
Social Studies	**6 Credits**
	2 Credits: U.S. History 2 Credits Government and Economics 2 Credits: World History/Civilization or Geography/History of the World
Physical Education	**2 Credits**
Health	**1 Credit**
***Flex Credits**	**5 Credits:**
	1 Credit: Career Planning and Success 1 Credit: Digital Applications & Responsibility 1 Credit: Personal Financial Responsibility 3 Additional Credits: World Languages, Fine Arts, and/or Career/Technical
Additional Requirements and Electives	Complete two of the following state recognized certification requirements (One must be A or B) A. Work Keys assessment in three core areas B. Earn 6 dual credits in a technical area C. Professional career internship in a career-technical area of study D. A state-approved industry recognized certification

47 Credit Minimum Requirement /Cumulative GPA 3.0 or Higher/C or Higher in Required Credits

*Many colleges require two years of a foreign language for admission.

MINIMUM HIGH SCHOOL DIPLOMA	
English/Language Arts	**8 Credits**
	Credits must include 4 years of any level of English (9, 10, 11, 12) which will include units in literature, speech, and composition
Mathematics	**4 Credits**
	2 Credits: Algebra I 2 Credits: any math course including Pre-Algebra, Investigative Geometry, Geometry, Algebra II
Science	**4 Credits**
	2 Credits: Biology I

	2 Credits: any science class including Integrated Chemistry/Physics, Chemistry, Advanced Animal Science
Social Studies	**4 Credits**
	2 Credits: U.S. History 1 Credit: Government 1 Credit: any social studies class including World History/Civilization, Geography/History of the World, Economics, Sociology or Psychology
PE	**2 Credits**
Health	**1 Credit**
Career Academic Sequence	**6 Credits**
	1 Credit: Career Planning and Success 1 Credit: Digital Applications & Responsibility 1 Credit: Personal Financial Responsibility 4 Credits: Electives related to career exploration or specific career preparation
Flex Credits	**5 Credits:**
	Additional credits in math, science, English, social studies, foreign language or fine art Additional credits to extend the career academic sequence Additional credits from courses involving workplace learning such as a career internship or vocational placement Dual credits in high school/college courses
Electives	Students may choose elective courses using Career Pathway Suggestions
40 Credit Minimum Requirement/Only Available for Junior and Senior Year with Parent Conference	

Students must take a math or quantitative reasoning course each year in high school. Graduation Pathways Postsecondary-Readiness Competency WAIVER Criteria

Graduation Pathways
Postsecondary-Readiness Competency
Requirements for Graduation

Box 1: Every student must earn an Indiana Diploma.
Box 2: Every student must demonstrate one of the following:

- Project Based Learning Experience
- Community Based Learning Experience
- Work Based Learning Experience

Box 3: Postsecondary Readiness Competencies (one of the following)

- Academic Honors or Technical Honors Diploma
- ACT
    - English (18 or above)
    - Mathematics (22 or above)
    - Reading (22 or above)
    - Science (23 or above)
- SAT
    - English (480 or above)
    - Mathematics (530 or above)

- ASVAB – (Score of 31 or above)
- State- and Industry-recognized Credential or Certification
- Federally-recognized Apprenticeship
- Career-Technical Education Concentrator (2 or more courses)
- AP/IB/Dual Credit/Cambridge International courses or CLEP (3 or more with an average GPA greater than 2.0)
- Locally Created Pathway

Note: College-ready benchmarks set by the ACT and College Board for the 2017-18 school year. These scores are fluid and subject to change. **If using AP/IB/dual Credit, either: 1 of the 3 courses must be in the core content area OR all 3 must be part of a defined curricular sequence.

COLLEGE ADMISSION TEST DATES

PSAT Test Date: October 2026

SAT Test Date – Class of 2028 – March 2027

SAT (Scholastic Aptitude Test) - All dates are subject to change.

Note: SAT will be given at SHS except March 2027

Test Dates	
August 22, 2026	
September 12, 2026	
October 3, 2026	
November 7, 2026	
December 5, 2026	
May 1, 2027	
June 5, 2027	

ACT Assessment Test Date Schedules

Dates have not been confirmed to date as to SHS Hosting.

Test Dates
September 19, 2026
October 17, 2026
December 12, 2026
February 27, 2027
April 10, 2027
June 12, 2027
July 10, 2027

SEVERAL tests will be administered at Salem High School (students are ***not*** required to take the test at SHS though).

Membership in National Honor Society

The National Honor Society selection process is determined by the NHS Constitution and by the National Society of Secondary School Principals. Students who meet the GPA requirements of 3.35 and above are asked to fill out an information sheet in the fall of their junior and senior years. A

committee of five faculty members, appointed by the principal, reviews this information. The NHS Faculty Committee looks for individuals, with high achievement in leadership, scholarship, service, and character. In addition to academic and school performances, the committee considers the student's participation in community groups, such as Boy and Girl Scouts, We the Youth, 4-H, etc. Students who meet all requirements are selected for membership through majority vote by the committee; the advisor does not vote. Students selected to be members of the National Honor Society are expected to maintain their high standards of scholarship, leadership, service, and character. - *Nicole Purlee, NHS Advisor*

Criteria for Outstanding Student Award

A teacher may give an Outstanding Student Award to a student who has done outstanding work in a subject area. Outstanding Student Awards may also be given for work in subject-related extra-curricular clubs and student activities. A student who has received an award in a local, state, or national contest in a subject area may also receive an Outstanding Student Award.

Criteria for an Honor Roll Certificate

A student must have been on the A/B or A Honor Roll either or both semesters of a calendar year. A "year" means the spring semester and the fall semester of a designated year. Honor Roll certificates are given in the spring following the designated year in which the Honor Roll was achieved. A student who is named to the Honor Roll in the spring of 2024 will receive the certificate in the spring of 2025.

Criteria for an Academic Letter

To receive an academic letter, a student must have a GPA of 3.5 or above and be a CORE-40 or Honor Diploma student or recommended by a faculty/staff member. Academic letters are earned by semester. A student must accumulate two semesters with a GPA of 3.5 and be in the CORE-40 OR Honor Diploma curriculum in order to receive a letter. The semesters need not be sequential, but only semesters in which the student was a CORE-40 or Honor Diploma counted. Each subsequent letter requires two semesters of 3.5 GPA in the CORE-40 or Honor Diploma curriculum. Students may earn up to three letters. The student will receive a letter for the first award, a torch patch for the second award, and an honor patch for the third award. A certificate will be given with each letter award.

Outstanding Student Awards, Honor Roll Certificates, and Academic letters are awarded at the Honor Banquet, which is held in the spring.

Criteria for an Honor Plaque

Honor Plaques are awarded to students who have maintained an accumulated 3.5 GPA or above for their 8 semesters of high school. Honor Plaques are awarded on Honor Day, which is held in the spring.

Athletics

Athletic Policy

Because all students must be considered as potential athletes, this policy applies to all students in Salem High School.

Participation in athletics is a privilege. Violation of the Salem High School Athletic Policy could result in suspension of that privilege. The following consequences address tobacco, alcoholic beverages, drugs, and special cases, regarding unacceptable conduct by any student associated with the athletic program at Salem High School during their high school career.

IMPORTANT NOTE: Before participating in a sport, the student must have a drug testing consent form signed and on file in the main office.

Tobacco - a participant knowingly possessing, using or transmitting tobacco or e-cigs in any form is subject to the following procedure. The penalties for these offenses are:

1. First Offense - 10% of the present season or if not currently involved in a sport, 10% of the following season.
2. Second Offense - Suspension for 50% of season. This penalty may be reduced to 25% of the season if the athlete participates in a tobacco cessation program.
3. Third Offense - Suspension from athletics for full season. This penalty may be reduced to 50% of the season if the athlete participates in a tobacco cessation program.Determination for all of the above will be as stated in Section E

Drugs and/or Alcohol - A participant knowingly possessing, using, transmitting, or being under the influence of any illegal drug (as defined in the Indiana Controlled Substances Act) and/or alcohol is subject to the following procedure. The penalties for these offenses are:

First Offense –

1. (Option A) Suspension from that athletic sport for half of the present season or if not involved in a sport at that time, half of the following season. This penalty may be reduced to 25% of the season if the athlete participates in an alcohol/drug abuse treatment program.
2. (Option B) An athlete on first offense can choose to reduce the 25% suspension into a 10% suspension by following the criteria below:
    a. Enroll and complete drug/alcohol treatment class/program.
    b. Attend 3 drug/alcohol treatment counseling sessions.
    c. Request to be placed on the monthly drug testing program for one calendar year (excluding summer).

All expenses for classes/counseling/testing will be paid by student-athletes (parent/guardian).

Any further issues concerning alcohol, drugs, and/or tobacco within a year of the 1st offense will result in an immediate 365 day suspension from athletic events. After 365 day suspension the student-athlete would then be put back into the original policy and would follow the steps below (Second Offense, Third Offense). Second Offense policy does not apply to Option B candidates until AFTER the 365 day suspension.

Second Offense – Suspension from all athletic sports for one calendar year. This penalty may be reduced to 50% of the season if the athlete participates in a drug and/or alcohol treatment program.

Third Offense - Suspension from all athletic sports for that person's high school career, or one calendar year, if the athlete participates in a drug and/or alcohol treatment program.

Determination of the above will be as stated in Section E.

Note: If an athlete should find himself/herself in attendance at a function where alcohol and/or drugs is/are served or consumed in violation of the law, the athlete should leave immediately. By doing so, the athlete will not be guilty of violating this rule. If the athlete does not have transportation to leave, the athlete should call the following for transportation: 1) Parents/Guardians 2) a Head Coach 3) An Assistant Coach 4) Athletic Director 5) Principal.

Note: If the offense occurs at a time in the season when the full time of suspension cannot be served, the remainder will be served in the following season. (Applies to Tobacco/Alcohol/Drugs for each offense)

Note: A "season" consists of the entire regular season contest plus one contest in the IHSAA Tourney.

Example:
Basketball – 22 regular season games
+1 IHSAA Tourney game
23 total (23 x ¼ = 5 ¾ games)

If the suspension is to be served during a following season, it must be served in a sport in which the athlete has previously participated unless agreed upon by the "new" sport coach. The athlete must complete the season in good standing according to the coach's normal team expectations. If the athlete fails to complete in good standing, the suspension holds for the next upcoming season.

The length of the suspension is the number of games it takes to play 10% / 25% / 50% of the varsity schedule (depending on level of suspension) or at the highest level that he/she participates.

Theft - theft or any other act constituting a crime as defined by the Indiana Penal Code is a violation of this policy. The penalty can range from a game suspension to as much as the remainder of the high school career.

All cases will be acted upon by the principal, athletic director, and coach whose season is involved. In all cases, the principal is the person ultimately responsible for carrying out the athletic policy at Salem High School.

Out of Season - If it is verified that any student associated with the athletic program has committed a violation when not participating in a sport, he/she will be charged with the appropriate consequence. This consequence will be effective during his/her next sports season.

Loss of Awards/Points – Any participant suspended from the athletic program for a sport season or longer will be ineligible for any awards/points during the time of the suspension. This includes the sport in which the suspension is instituted.

Review and appeal of action for an athlete and parent or guardian.
Step 1: Hearing before A) head coach of sport in which alleged offender is participating. B) athletic director, and C) principal. The alleged violation will be reported orally or in writing. The athlete and parent/guardian may question any witnesses and present arguments on their behalf with regard to the alleged violation.

Step 2: The athletic director shall write a letter to the parent/guardian of the athlete informing them of the penalty.

School Suspension – Students on any form of suspension may not participate in athletic contests while on suspension. Out of school suspension will prohibit any type of involvement in any athletic activity.

Out of school suspension will result in a minimum of 2 games suspension. In-school suspension/OSA will result in a minimum of 1 game suspension (in-season only).

Other
Anyone who is involved in disciplinary actions other than A, B, or C outside of the season will be dealt with directly by the athletic director.

A player may not quit one sport to participate in another sport during the same season (Fall, Winter or Spring)

IMPORTANT NOTE: This Athletic Policy has been submitted to the Washington County Probation Officer and the Washington County Juvenile Court. These authorities may use this Athletic Policy and impose the penalties herein.

SCS Spectator Guidelines for 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.

School Song

TAKE THE TEAM RIGHT DOWN THE FLOOR/FIELD
SHOW THAT SALEM'S HERE
WE'RE GONNA SET THE GYM/FIELD REVERBERATING
WITH OUR MIGHTY CHEER' RAH, RAH, RAH
MAKE SOME BASKETS/TOUCHDOWNS THEN HEAR US ROAR
JUST DON'T LET _____ SCORE.
HAIL, HAIL THE GANG'S ALL HERE TO WIN THIS GAME TONIGHT
TRUMPETS: "GO LIONS GO"
TRUMPETS: "FIGHT LIONS FIGHT"
HERE'S OUR TEAM, NO DOUBT ABOUT IT
VICTORY'S IN SIGHT
WE'RE GONNA WIN THIS GAME AND THEN WE'LL SHOUT IT
SALEM ALWAYS FIGHTS ... FIGHT, FIGHT, FIGHT.
BOOST THE SCOREBOARD, THEN HEAR US ROAR
JUST DON'T LET _____ SCORE
HAIL, HAIL THE GANG'S ALL HERE TO WIN THIS GAME TONIGHT
S-A-L-E-M L-I-O-N-S
SALEM LIONS BEST

"PEOPLE WILL FORGET WHAT YOU SAY,
PEOPLE WILL FORGET WHAT YOU DID,
BUT PEOPLE WILL NEVER FORGET
HOW YOU MADE THEM FEEL."