# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Letter</td>
<td>3</td>
</tr>
<tr>
<td>School Calendar</td>
<td>4</td>
</tr>
<tr>
<td>Administration Staff</td>
<td>5</td>
</tr>
<tr>
<td>SHS Core Values and Beliefs</td>
<td>6</td>
</tr>
<tr>
<td>SHS Learning Expectations</td>
<td>6</td>
</tr>
<tr>
<td>Accreditation Statement</td>
<td>6</td>
</tr>
<tr>
<td>Writing Sample Information</td>
<td>7</td>
</tr>
<tr>
<td>School Day Schedule</td>
<td>8</td>
</tr>
<tr>
<td>General Information</td>
<td>11</td>
</tr>
<tr>
<td>Reservation Clause</td>
<td>12</td>
</tr>
<tr>
<td>Academic Policies and Graduation Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Student Information</td>
<td>19</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>25</td>
</tr>
<tr>
<td>Parking Information</td>
<td>27</td>
</tr>
<tr>
<td>Student Conduct on Buses</td>
<td>28</td>
</tr>
<tr>
<td>SHS Code of Conduct</td>
<td>29</td>
</tr>
<tr>
<td>Pupil Safety &amp; Violence Prevention</td>
<td>34</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>38</td>
</tr>
<tr>
<td>Salem High School Extra-Curricular Athletic Eligibility Information</td>
<td>40</td>
</tr>
<tr>
<td>Student Activities and Clubs</td>
<td>48</td>
</tr>
<tr>
<td>Index</td>
<td>52</td>
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</table>

The Salem School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, sex, or persons with disabilities under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Education for all Handicapped Children Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries concerning application of Title VI and IX may be referred to the Superintendent of Schools, School Administrative Unit #57, 38 Geremonty Drive, Salem, NH 03079.
August, 2016

Dear Students and Parents,

   It is with pleasure that we welcome you as a member of the Salem High School community, and we look forward to working in partnership with all of you in the upcoming school year. We know it is essential that educators, parents, and students work together to create a learning environment that is safe, stimulating, and productive for everyone. Toward that end, it is my hope that you will embrace all that Salem High School has to offer both in and out of the classroom in making it a successful and memorable school year.

   The information contained in this student/parent handbook is offered as a guide to assist us in maintaining an atmosphere conducive to learning and respect. We encourage students and parents to read and discuss the information together at the start of the school year in order to follow the guidelines to the best of your ability. We also ask that you refer back to it as necessary as the school year unfolds.

   I welcome your interests in all aspects of our educational program so please do not hesitate to call the school at any time if you have questions and/or concerns. Here’s to a challenging and rewarding school year.

Sincerely,

Tracy J. Collyer
Principal
SALEM SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT #57  
Salem, New Hampshire  

**SCHOOL CALENDAR 2016-17**

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
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</table>

**180 DAYS FOR INSTRUCTIONAL PURPOSES**

September through January - 96 days  
February through June - 84 days

**IMPORTANT DATES**

August 25-29  
Teacher In-Service

August 30  
First Student Day

September 5  
Labor Day

October 10  
Columbus Day

November 7  
Teacher In-Service

November 8  
Elections

**November 11**  
Veterans' Day

November 24 & 25  
Thanksgiving Recess  
(November 24 Thanksgiving Day)

December 26-  
Holiday Vacation

January 2  
Martin Luther King Day

January 16  
Teacher In-Service

January 17  
Teacher In-Service

February 27-  
Winter Vacation

March 3  
Teacher In-Service

March 20  
Make-up Day if necessary

April 24-28  
Spring Vacation

May 29  
Memorial Day

*June 14/last student day

June 28  
Early Release Day for Students

Make-up Day or  
Teacher In-Service if necessary

Delayed opening. Represents professional development dates when school start time will be delayed by 90 minutes (no a.m. kindergarten or a.m. SEED programs).

Early dismissal. Salem High and Woodbury dismiss at 12:30p.m.-Elementary dismiss at 1:30p.m. (no p.m. kindergarten or p.m. SEED programs).

By statute (RSA 288:4) this day is a required day out of school.

REF:wpdocs/calendar/cal16-17Revised3-15-16
## Salem High School- Administration Staff 2016-2017

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Assignments/Room</th>
<th>Phone</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Tracy Collyer</td>
<td></td>
<td>893-7069</td>
<td>Ext. 5300</td>
</tr>
<tr>
<td>Associate Principal</td>
<td>Jan Radowicz</td>
<td>Freshman – Room 105</td>
<td>893-7069</td>
<td>Ext. 5418</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Matthew Barry</td>
<td>A-K, grades 10-12 - Room 103</td>
<td>893-7069</td>
<td>Ext. 5320</td>
</tr>
<tr>
<td></td>
<td>Jeffrey Dennis</td>
<td>L-Z, grades 10-12 - Room V204</td>
<td>893-7069</td>
<td>Ext. 5333</td>
</tr>
<tr>
<td>Area Directors</td>
<td>Stephen Goyette</td>
<td>Humanities</td>
<td>893-7069</td>
<td>Ext. 5331</td>
</tr>
<tr>
<td></td>
<td>Brad St. Germain</td>
<td>Math &amp; Science</td>
<td>893-7069</td>
<td>Ext. 5330</td>
</tr>
<tr>
<td></td>
<td>Christopher Dodge</td>
<td>Career &amp; Technical Education</td>
<td>893-7069</td>
<td>Ext. 5338</td>
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<tr>
<td>Athletic Director</td>
<td>Scott Inisinga</td>
<td></td>
<td>893-7089</td>
<td>Ext. 5322</td>
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<tr>
<td>Director of Counseling and Career Development</td>
<td>Nicole Burke</td>
<td></td>
<td>893-7069</td>
<td>Ext. 5306</td>
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<tr>
<td>School Counselor Assignments – 2016 - 2017</td>
<td>Freshmen</td>
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<tr>
<td></td>
<td>Maureen Fabrizio</td>
<td>A – L</td>
<td>893-7069</td>
<td>Ext. 5307</td>
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<tr>
<td></td>
<td>Shawn Brown</td>
<td>M – Z</td>
<td>893-7069</td>
<td>Ext. 5316</td>
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<tr>
<td>Sophomores, Juniors, Seniors</td>
<td>Heidi Greenlaw</td>
<td>A-Di</td>
<td>893-7069</td>
<td>Ext. 5305</td>
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<tr>
<td></td>
<td>Jeffrey Foulds</td>
<td>Do-La</td>
<td>893-7069</td>
<td>Ext. 5312</td>
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<tr>
<td></td>
<td>Melissa Egan/ Greta Gauthier</td>
<td>Le-P</td>
<td>893-7069</td>
<td>Ext. 5310</td>
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<tr>
<td></td>
<td>David Wing</td>
<td>Q-Z</td>
<td>893-7069</td>
<td>Ext. 5309</td>
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<td>Special Education</td>
<td>Sherryl Ripel</td>
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<td>893-7069</td>
<td>Ext. 5319</td>
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<tr>
<td>Dean of Continuing Education</td>
<td>Katherine Costa</td>
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<td>893-7074</td>
<td>Ext. 5317</td>
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<tr>
<td>Library</td>
<td>Rachel Hopkins</td>
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<td>893-7088</td>
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<tr>
<td>School Nurse</td>
<td>Amy Williams</td>
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<td>893-7069</td>
<td>Ext. 5323</td>
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<tr>
<td></td>
<td>Elizabeth Tiner</td>
<td></td>
<td>893-7069</td>
<td>Ext. 5590</td>
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<tr>
<td>Supervisor, Custodial Services</td>
<td>Raymond Rivard</td>
<td></td>
<td>893-7069</td>
<td>Ext. 5511</td>
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<tr>
<td>Food Services Director</td>
<td>Barbara Schultz</td>
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<td>Ext. 5142</td>
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<tr>
<td>School Resource Officer</td>
<td>Dale Robeck</td>
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<td>893-7069</td>
<td>Ext. 5454</td>
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</table>
SALEM HIGH SCHOOL
CORE VALUES, BELIEFS, and LEARNING EXPECTATIONS

At Salem High School

We value:

1. A comprehensive education, with rigorous academic, arts, and career and technical education (CTE) programs.
2. A shared responsibility between the school, students, families, and community as it pertains to student learning.
3. A safe school environment that is conducive to learning.

We believe:

1. All students have the ability to learn.
2. Students are individuals.
3. Students and staff deserve mutual respect.
4. Students must have access to a variety of educational experiences, career guidance, and extracurricular activities.
5. Students must be prepared for college, career, and citizenship.
6. Open communication among staff, students, and parents is important to a successful school community.
7. Staff and student feedback is valuable.

We expect students will:

1. Use appropriate research strategies to find and evaluate information.
2. Write for a variety of purposes and audiences.
3. Create and deliver an effective presentation.
4. Read, analyze, and apply information from a variety of written and other sources.
5. Apply self-management skills as respectful, active learners.
6. Collaborate with staff and other students.
7. Understand the responsibilities and benefits of citizenship and community.

Accreditation Statement

Salem High School is accredited by the New England Association of Schools and Colleges, Inc. This is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.
THE SALEM SCHOOL DISTRICT
WRITING SAMPLE

All Salem High School students are required to pass the district writing sample before graduating. Listed below is information about the process that is specific to each of the grades. Please review each level to get a better understanding of the overall procedure, but pay particular attention to the grade-level information that impacts your child.

THE WRITING SAMPLE PROCESS

**Freshmen** – The writing sample process will be introduced to all freshmen. English 9 teachers will be available to discuss individual pieces of writing with students throughout the course including whether or not a piece of writing would qualify for a passing score on the writing sample.

**Sophomores** – Writing assignments during sophomore year is the first opportunity that students have to meet the Salem School District graduation requirement. At the beginning of English 10 classes, teachers will remind students about the writing graduation requirement and explain the rationale of the writing sample. Teachers will also inform students that they will be interacting with several different types of writing on a number of occasions throughout English 10. When a student wishes to have a selection considered for the writing sample, he or she will attach the Salem High School Writing Sample Self-Reflection to their chosen written work and respond to a series of questions concerning the writing process. Since the essay is already a classroom assignment, teachers will evaluate the essay in the same way they ordinarily would. If, as a result of the evaluation, the grade of the essay is a C+ or better, the teacher will indicate on the Salem High School Writing Sample Self-Reflection sheet that the piece of writing satisfies the writing sample graduation requirement. If the piece of writing does not receive a grade of C+ or better, the student will have to revise the writing piece or submit a different piece of writing and repeat the process until the minimum standard is met.

**Juniors and Seniors** – Any student who did not satisfy the writing sample requirement during sophomore year will have the opportunity to repeat the process during junior and/or senior year in his or her American Studies II class or senior English elective. The process will remain the same. Juniors and seniors are also allowed to use writing from other content areas in order to satisfy the writing sample graduation requirement. If a student received or receives a 77% (C+) or better on a research paper or an academic essay from a class that is graded with the Six Trait Writing Rubric, the student can use this as her/his writing sample. Seniors who intend to use a piece of writing from this class should fill out and bring the Salem High School Writing Sample Self-Reflection to their teacher to sign. Additionally, a score of at least 450 on the written section of the SAT will also satisfy the writing sample graduation requirement.

If you have further questions you may contact your child’s English teacher or Steve Goyette, Humanities Director at sgoyette@sau57.org or by phone at 893-7069 x 5331
2016-2017 Bell Schedule

<table>
<thead>
<tr>
<th>Grades 10-12</th>
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<tbody>
<tr>
<td><strong>BLOCK 1</strong></td>
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<td>7:30 - 8:59</td>
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<td>Passing Time</td>
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<td>8:59 - 9:05</td>
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<td><strong>BLOCK 2</strong></td>
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<tr>
<td>9:05 - 10:32</td>
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<tr>
<td>Passing Time</td>
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<td>10:32 - 10:38</td>
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<td><strong>BLOCK 3</strong></td>
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<td>10:38 - 12:37</td>
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</table>

**Lunch Schedule**

- Lunch A 10:38 - 11:04
- Lunch B 11:09 - 11:35
- Lunch C 11:40 - 12:06
- Lunch D 12:11 - 12:37

**BLOCK 4** 12:43 - 2:10

**FRESHMAN SCHEDULE**

<table>
<thead>
<tr>
<th>Teams 1 &amp; 2</th>
<th>Teams 3 &amp; 4</th>
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<tr>
<td>7:30-8:30</td>
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<tr>
<td>Core 1</td>
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<td>8:35-9:31</td>
<td>8:35-9:31</td>
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<tr>
<td>Core 2</td>
<td>Core 2</td>
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<td>9:36-10:32</td>
<td>9:36-10:32</td>
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<td>Core 3</td>
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<tr>
<td>Rem/Ext</td>
<td>A Lunch</td>
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<td>11:09-11:35</td>
<td>11:09-12:06</td>
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<tr>
<td>B Lunch</td>
<td>Core 4</td>
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<td>11:40-12:37</td>
<td>12:11-12:37</td>
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<tr>
<td>Core 4</td>
<td>Rem/Ext</td>
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<td>12:43-2:10</td>
<td>12:43-2:10</td>
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<td>Elective</td>
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*Students are permitted to be in the building after school only if they are involved in an extra-curricular activity.*
Delayed Opening, No School Announcements

Delayed openings are 90 minutes. If there is a delayed opening, the Salem High School day will start at 9:00 AM. The schedule on **Feb. 8 and April 5** will be as follows:

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<th>BLOCK</th>
<th>Time</th>
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<tr>
<td>1</td>
<td>9:00 – 9:45</td>
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<td>2</td>
<td>9:49 – 10:34</td>
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<td>3</td>
<td>10:38 – 12:37 (lunches)</td>
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<td>4</td>
<td>12:43 – 2:10</td>
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**FRESHMAN DELAYED OPENING SCHEDULE**

February 8, April 5:

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<td>9:00-9:38</td>
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<tr>
<td>Core 1</td>
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<td>9:49-10:33</td>
<td>9:43-10:21</td>
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<td>Core 2</td>
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<td>10:26-11:04</td>
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<td>Core 3</td>
<td>A Lunch</td>
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<td>11:09-11:35</td>
<td>11:09-11:51</td>
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<tr>
<td>B Lunch</td>
<td>Core 3</td>
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<td>11:40-12:18</td>
<td>11:56-12:37</td>
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<td>12:23-12:37</td>
<td>12:43-2:10</td>
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<td>Rem/Ext</td>
<td>Per 6 elective</td>
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<td>12:43-2:10</td>
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<td>Per 6 elective</td>
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Early Release, No School Announcements

If there is an early release, the Salem High School day will end at 12:37 PM. The schedule on **Oct. 19, Dec. 7 and May 10** will be as follows:

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<thead>
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<td>8:32 – 9:30</td>
</tr>
<tr>
<td>3</td>
<td>9:34 – 10:32</td>
</tr>
<tr>
<td>4</td>
<td>10:38 – 12:37 (Lunches)</td>
</tr>
</tbody>
</table>

**FRESHMAN EARLY RELEASE SCHEDULE**

October 19, December 7, May 10:

<table>
<thead>
<tr>
<th>All Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:12</td>
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<tr>
<td>8:17-8:59</td>
</tr>
<tr>
<td>9:04-9:46</td>
</tr>
<tr>
<td>9:51-10:32</td>
</tr>
<tr>
<td>10:37-12:37</td>
</tr>
</tbody>
</table>
No School, Delayed Opening, or Early Release Announcement

Salem School District “no school,” “delayed opening,” or “early release” announcement is broadcast over the following radio and television stations.

Local Cable Stations: Salem - Channel 6
TV Stations: WMUR - Channel 9; WHDH - Channel 7; WCVB Channel 5; WBZ - Channel 4
Radio Stations: WBZ 1030 AM; WGIR 610 AM & 101 FM; WRKO 680 AM, WZID 95.7 FM

Announcements will be posted on the Salem School District website at www.sau57.org or can be followed on Twitter @SalemSchoolDist or SSD mobile app.

*Please do not call the high school for information regarding school closings, delayed openings or early release announcements*
General Information

Announcements
Notice must be signed by the student and the organizations advisor; submit to RM 105 by end of previous day.

Attendance
A student who is absent shall have his/her parent/guardian telephone the high school attendance line office within 24 hours of the absence at 893-7069. Please follow the prompts to your student’s dean’s office.

Calendar
For a list of activities, the high school calendar can be found on the SHS website www.sau57.org/shs or using the SSD mobile app.

Class Dues
Class dues are collected from members of each class to help cover the cost of graduation activities, caps and gowns, proms, and transcripts. Cost of class dues is $45.

College Visits
Prior to a career, college, or college fair visit, a student’s parent shall notify the high school within 24 hours of the absence at 893-7069. Documentation of the visit can be provided to the student’s dean’s office or a college visitation request form can be picked up in the school’s counseling office prior to the visitation. A student’s absence is excused once confirmed by a parent/guardian. The excused absence will change to college visitation excused once documentation is received. More information can be found on page 15.

Concussion Protocol
All concussed students will follow the procedure outlined in the “Concussion Chalk Talk Procedure”. Staff members will be notified of any concussed students and be expected to adjust instruction as outlined in the “Concussion Chalk Talk Procedure”. Click on link for more information http://www.sau57.org/shs-athletics

Contact Staff
Contact information can be found on the SHS website www.sau57.org/shs

Counselors/Appointments
See your counselor by making an appointment with the counseling secretaries. An on-call counselor is always available for emergencies.

Dismissal
Students are not permitted to contact a parent to be dismissed (see p.26 for more detailed information). Students will not be dismissed during final exam time or for the senior prom.

Electronic Devices
The use of electronic devices is permitted in instructional areas when deemed appropriate by the teacher/supervisor and when such use is related to the lesson. The use of electronic devices is only permitted during assigned lunchtimes and during scheduled passing times. Electronic devices shall not interfere with the educational process and should be used responsibly. The use of personal audio devices, where audio can be heard, is prohibited during school hours.

Fire Drills
See evacuation plan posted in each room.

Harassment/Bullying
Report any incident of harassment/bullying to your dean or school counselor

Illness
Students that are ill can only be dismissed by the school nurse. All other dismissals are handled through the dean’s office (see p.13 for more information).

Lost Item
All valuables must be locked up. If lost, check lost and found in room 105.

Notice of School Events/Activities
School Events/activities can be heard on the daily announcements, posted on the electronic marquee, Salem website www.sau57.org or SSD Mobile App

Obligations
It is the student’s responsibility to return any item(s) to teachers to avoid an obligation. Obligations are processed in room 103.
Parking

Parking at Salem High School is a privilege for eligible seniors and for those students involved in an internship and/or off-site program. Information can be obtained in room V204.

Posters

All posters need to be approved by Dean Dennis in room V204.

Re-do Guidelines

Our goal at Salem High School is for all students to acquire skills and content knowledge preparing them for success in their post-secondary careers. We recognize that each student learns in their own unique way and at their own pace. Specific guidelines can be found on page 17.

Reservation Clause

Salem High School reserves the unlimited right to change the terms of the handbook at any time, without notice.

School Closings

Announcements will be posted on the Salem School District website at www.sau57.org or can be followed on Twitter @SalemSchoolDist

SSD Mobile App

Salem Schools app for smart phone devices

Student Resource Officer

Salem High School and the Salem Police Department support the position of a Resource Officer at Salem High School. The role of the Resource Officer is to serve as a support to the educational program at the high school and to promote a climate where all students feel safe.

Tardy to School

Report to reception window at the main entrance

Vacation Request

If a student is to accompany his/her parent/legal guardian on a trip/vacation, the parent/legal guardian shall submit a written vacation request or email their student’s Dean prior to the last day of school attended before the trip (see pg. 26).

Website

www.sau57.org/shs

Health Services/School Nurse

Health services are provided to help students achieve and maintain a high level of personal health. Students requiring immediate medical attention should report directly to the school nurse; otherwise, students should request a pass to the nurse’s office from their teacher. If the nurse is not in the office, students should report to their Dean’s office. Any medication (both over-the-counter and prescription drugs) to be taken during the school day must be kept in the nurse’s office. Prescribed medication will be dispensed by the school nurse only upon written authorization from the parent or guardian when accompanied by a written statement from a prescribing physician detailing the dosage, the manner in which the medication is to be taken, and the time schedule to be observed. Failure to adhere to this school policy shall result in a Level IV disciplinary action. Prior to the last day of school, all medications must be picked up to avoid disposal. New medication orders are required at the start of each school year.

In order to provide appropriate care, the school nurse should be notified of any change in a student’s health history throughout the course of the school year.

If your child needs to be dismissed during the school day for a medical/dental appointment, please send a note to the dean the morning of the dismissal detailing the date and time or the appointment and the requested dismissal time.

Guidelines for dismissal/return to school following an illness:

- Students who are not feeling well while at school can only be dismissed through the nurse’s office. If a student makes their own arrangements to be picked up without seeing a nurse, they will be referred to their dean for disciplinary action.
Students will be dismissed from school if they develop a fever of 100.0°F or greater or when vomiting.

Prolonged illness: Any student who is absent from school for a period of 5 consecutive days due to medical illness/injury will require a note from a physician outlining the reason(s) for absence and clearing the student to return to school.

Your child is ready to return to school:
- If they have had conjunctivitis, no drainage from the eyes, treated with an eye antibiotic for 24 hours or a doctor's okay (sent to the nurse) that no treatment is necessary.
- If they have a cold or virus, student should be fever free for 24 hours (without Tylenol or Ibuprofen)
- If they have been vomiting or have had diarrhea, symptom free for 24 hours and able to eat and drink
- If strep throat has been diagnosed, student must be treated with antibiotics for 24 hours and feeling better.
- If student has a persistent cough and a fever of 100.5°F or greater, student should not attend school.
- Students should not attend school when ill.

Immunization Requirements
- In accordance with State Law RSA 141-C:20, all parents or legal guardians shall have their children who are residing in this state immunized against certain diseases. The state of NH requires proof of students’ tetanus vaccination and a Pertussis containing booster after the age of 11 (TdaP). We will be sending notices if your child requires a tetanus booster. If your child has had a recent physical and has received his/her tetanus booster, that information may be mailed or faxed to us.

Drugs/Alcohol
- RSA 193-B:2 Drug-Free Zones-Except as otherwise provided by law, it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with the intent to sell, dispense, or compound any control drug or its analog, within a drug-free school zone at any time of the year.

In accordance with Salem School District policy (JFCI-R), “Alcohol or Drug shall mean any alcoholic beverage/substance, controlled substance, chemical, over-the-counter medication, improper use of prescription medication, or any substance represented or to purportedly be drugs or alcohol.”

School Counseling Department

The major components of our services are stressed in our vision statement, “To Provide for the Social, Emotional, Career, and Educational Development of All Students”. The School Counseling Department at Salem High School provides a comprehensive range of activities and services. Six counselors are available to respond to events, problems, and needs that may arise in school and students’ lives. Classroom activities, individual educational counseling, large and small group school counseling activities, consultation with parents, teachers, administrators, and community members, as well as referrals to community agencies and crisis intervention activities are included in the everyday services. Our goal is to provide school counseling services to help all students achieve their greatest academic, social and personal potential.

Individual career planning with students and their parents begins in the ninth grade and continues through graduation. All students are required to take Economics and Career Exploration. In tandem with the classroom teachers, counselors help students to begin individual career exploration through self-assessment. Awareness of one’s interests, skills, and values, along with an understanding of the different career clusters, gives students foundational information by utilizing the Naviance program. This information, enhanced with a lesson on how to research careers utilizing web-based education and career exploration programs, enables students to begin thinking about appropriate career choices.

College and Career planning is highlighted in the sophomore year when all students participate in a “Career Exploration Day”. During junior and senior year the activities include visiting colleges, meeting with college representatives at Salem High School, or talking with military recruiters. The college application process and financial aid discussions are initiated early in 11th grade and become the focus of the students’ senior year. Naviance, a web-based program, is an integral part of the college application process.
School-to-Careers is an important element of career exploration. These paid and non-paid internships and work experiences give students all-important first-hand experience in a career. After meeting with their school counselor and filling out the appropriate paperwork, students will work with our Community Liaison for work site placements. Availability, student attendance, behavior, performance, and career direction will determine School-to-Careers opportunities.

Course selection is an important part of every student’s career preparation. Each year students will select courses that will lay a solid foundation for graduation and for further study in an appropriate career area. Thoughtful decisions should be made using the career knowledge gained each year and with an understanding of how each course will enhance the students’ preparation for a two- or four-year college, the military, or for entry into the work world.

**Academic Policies and Graduation Requirements**

The Minimum Requirement for Graduation is 28 Credits - 4 credits must be taken each semester

- English (Must take at least 1 credit each year) 4 credits
- Mathematics 4 credits
- Science 3 credits
  - Biological 1 credit
  - Physical Science 1 credit
- Social Studies 3 credits
  - Town & State Education 1/2 credit
  - US History 1 credit
- Arts Education 1/2 credit
- Computer Education 1/2 credit
  (Satisfied at Woodbury Middle School)
- Economics Education 1/2 credit
- Health Education 1/2 credit
- Physical Education 1 credit
- Writing Sample

The following graduation requirements can be met by successful completion of one of the courses listed under each heading:

- Arts Education – ½ credit
  - Art [any course]
  - Music [any course]
  - Drama Workshop, Theatre Arts
  - Interior Decorating
  - TV Production
- Computer Education – ½ credit
  - Information & Communication Technologies (ICT)
  - Introduction to MS Office (CSMA #1)
  - District Computer Exam
- Economics Education – ½ credit
  - Economics/Career Exploration
- Health Education - 1/2 credit
  - Health Education
  - Health Occupations 1 & 2
- Physical Education - 1 credit
  - All PE courses, except Prevention and Care of Athletic Injuries
  - PE/5 Components of Fitness
  - JROTC Drill (Must take a JROTC course each year to fulfill the PE requirement)
- Town & State Education – ½ credit
  - American Studies 1
- US History - 1 credit
  - American Studies 1 & 2
**Career, College and College Fair Visits**

Prior to a career, college, or college fair visit, a student’s parent shall notify the high school within 24 hours of the absence at 893-7069. Documentation of the visit can be provided to the student’s dean’s office or pick-up a college visitation request form in the school’s counseling office prior to the visitation. A student’s absence is excused once confirmed by a parent/guardian. The excused absence will change to college visitation excused once the dean’s office receives documentation. Seniors are allowed two excused absences for college/career visitations. Juniors are allowed one excused absence for a college/career visit).

**Curriculum**

Students are encouraged to plan a sequence of course work that will prepare them for education after high school, eventually culminating in a successful career. Salem High School offers a well-rounded and exciting curriculum. By taking advantage of the many courses in humanities, mathematics, science, physical education, business, family and consumer science, technology education, the career and technical education center, and the community, students are able to prepare for life after high school. Additionally, the Special Education Department helps to ensure the success of students in the special education program. Support services and courses offered by this department are individually designed to accommodate the learning styles and abilities of students with exceptional needs.

**Completing Graduation Requirements**

**Seniors** must complete all graduation requirements no later than 2:30 PM on the last day of senior finals. Those who do not meet graduation requirements will be ineligible to participate in Senior Safe Night and the graduation ceremony. The option of participating in commencement (blank diploma) is NOT available.

**Seniors** enrolled in an out of district course (i.e. a college or VLACS course) must provide their final transcript to the School Counseling Office no later than May 26, 2017 of their senior year to ensure graduation with their class in June.

**Early Completion - Three and One Half (3 ½) Year Completion**

Salem High School provides a four-year educational program designed to give students an opportunity to explore potential career areas while taking courses required for graduation and in preparation for post high school study. In some cases a student may need to complete their graduation requirements early. In such instances this student must request permission from the Principal to complete his/her studies in January of the senior year. This request must be in writing and submitted during the spring of the junior year. Each case will be reviewed by the Director of School Counseling on its own merits and, if acceptable, moved forward for final approval by the principal. All course and credit requirements must be fulfilled by the close of the first semester of the student’s senior year in order for him/her to leave school in January. Students leaving at the end of 3 ½ years will not receive their diploma until the graduation exercise in June. Seniors leaving at the half year are not permitted to return to school unless they report to the office.

**Examinations**

Teachers may administer tests in their classes at their discretion during the school year. A definite date and time is provided for semester final examinations. Students who fail to take semester examinations without an excused absence will be given a failing grade for the exam. Students are expected to be present on the scheduled examination dates. Exceptions are made with Dean's permission.

**Grades/Class Rank**

Report cards are generated four times each year. The letters A, B, C, D, and F represent excellent, good fair, poor, and failing respectively. Plus (+) and minus (-) are also used. Report cards are posted to the Infinite Campus portal for parents and students to view. Paper copies can be printed on request. Please contact the Counseling Department if you would like a paper copy of the report card.
Class rank and GPA will be calculated using both weighted and unweighted grades. The unweighted system will continue to value all classes equally, utilizing the existing 4-point rating system. The weighted academic class rank and GPA will be based on the weightings listed below and apply to courses with an AP and honors designation. Seniors may request a transcript with weighted grades for college and/or scholarship applications from the Counseling Department. Class ranks and GPA will be computed at the end of each semester.

<table>
<thead>
<tr>
<th></th>
<th>Regular</th>
<th>Honors</th>
<th>Adv. Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>4.3</td>
<td>4.6</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>4.0</td>
<td>4.3</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>3.6</td>
<td>3.8</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>3.2</td>
<td>3.5</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>2.9</td>
<td>3.1</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>2.5</td>
<td>2.7</td>
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<tr>
<td>C</td>
<td>2.0</td>
<td>2.2</td>
<td>2.3</td>
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<tr>
<td>C-</td>
<td>1.7</td>
<td>1.8</td>
<td>2.0</td>
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<tr>
<td>D+</td>
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<td>1.5</td>
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<tr>
<td>D</td>
<td>1.0</td>
<td>1.1</td>
<td>1.2</td>
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<tr>
<td>D-</td>
<td>0.7</td>
<td>0.8</td>
<td>0.8</td>
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</table>

**Homework Policy**

Homework is assigned when specific tasks need improvement, when broadening experience is needed, when individual students need reinforcement of class material, and generally, when students need to practice what was learned in class. When homework is assigned, part of each class period is used to fully explain the purpose of the tasks to be performed, the resources needed, and the outcome expectations. Teachers will review the homework assignments and then return them to students in a timely manner. All high school students should be allocating 1-1/2 to 2-1/2 hours for homework each night. It is suggested that reading and/or written homework be limited to 1/2 hour per class for the average student.

**Honor Roll**

The Honor Roll is computed each quarter on the basis of weighted quarter grades. Students who have an incomplete (I) on the report card cannot qualify unless the teacher is able to report the grade prior to the posting of the Honor Roll. Pass/Fail courses are not included in determining the Honor Roll. Students must be taking at least 4.0 course units and have no grade below C-minus.

**High Honors - GPA of 3.7 to 4.0**

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<tbody>
<tr>
<td>4.0</td>
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<td>3.7</td>
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<td>3.3</td>
<td>B+</td>
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<td>2.7</td>
<td>B-</td>
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<tr>
<td>2.3</td>
<td>C+</td>
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**Honors - GPA of 3.2 to 3.6**

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<td>2.7</td>
<td>B-</td>
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<tr>
<td>2.3</td>
<td>C+</td>
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</table>

**Incompletes**

After consultation with a student’s school counselor, classroom teachers may assign an incomplete to a student instead of a grade if a problem arises. A student has two weeks from the end of the quarter or semester to finish course work. If there are extenuating circumstances and the work is not complete at the end of the two weeks, the Director of School Counseling must be contacted to discuss the matter. Extensions will be granted on an individual basis.
Make-Up Policy
Students who are **excused absences or suspended** have one (1) day for each day of absence to make-up missed schoolwork. Students who are truant or unexcused will receive a “zero” for any missed work.

Promotion Credits
In order for students to advance to the next grade, the following credits must be earned to achieve class status. Failure to attain grade status will result in not being able participate in grade-level functions such as, but not limited to, class testing or the prom. Class status is determined by the number of credits earned by the start of each school year:

- 7 credits earned -- Grade 10 status
- 14 credits earned -- Grade 11 status
- 21 credits earned -- Grade 12 status
- 28 credits earned -- Graduate status

Re-do Guidelines
Our goal at Salem High School is for all students to acquire skills and content knowledge preparing them for success in their post-secondary careers. We recognize that each student learns in their own unique way and at their own pace. The guidelines below are direction for those students needing additional opportunities to demonstrate what they know.

- 80% of coursework must be completed leading up to the initial assessment date.
- Alternative means of assessment may be given, for example, students may be allowed to re-do the portion of the assessment on which they performed poorly.
- No re-do’s allowed the week before the marking period ends.
- No re-do opportunities on mid-terms and final exams.
- Days and times of re-do’s are scheduled at teacher’s discretion.
- Student must meet with the teacher within 5 school days of performing poorly on an assessment. At this meeting the student must bring a plan stating what steps they will take to prepare for the re-do.
- Replace the previous grade or mark with the most recent one. Grade must reflect what the student has learned, not the path they took to learn material.

Report Cards
Reports to parents on student achievement will be issued in 45-day cycles. Report cards are posted to the Infinite Campus portal for parents and students to view.
2016-2017 Grade Reporting Dates

<table>
<thead>
<tr>
<th>Quarter One Grades</th>
<th>Quarter Two Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/30/16 to 11/2/16</td>
<td>11/3/16 to 1/23/17</td>
</tr>
<tr>
<td>Grades Close: 11/02/16</td>
<td>Grades Close: 1/23/17</td>
</tr>
<tr>
<td>Grades Due: 11/04/16</td>
<td>Grades Due: 1/26/17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quarter Three Grades</th>
<th>Quarter Four Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/24/17 to 4/4/17</td>
<td>4/5/17 to 6/14/17</td>
</tr>
<tr>
<td>Grades Due: 4/06/17</td>
<td>Grades Due: 6/14/17</td>
</tr>
</tbody>
</table>

All teachers are required to use Infinite Campus for maintaining and submitting grades for weekly grade updates and report cards.

**Note:** Report card dates may change due to school cancellations.

**Schedule Changes**
Student course selections will be based upon prerequisites, classroom performance and parent approval. Recommended courses will be discussed during counseling sessions between the students and their counselors. Students will be responsible for entering their course requests into Infinite Campus during the designated course selection timeframe. Final schedules will be available on the Infinite Campus Portal the beginning of August. If a student would like to change a class after the development of the master schedule, a schedule change request form will need to be submitted to their counselor. Priority for course changes will be considered for:

- Student has not met the pre-requisites for a course
- Student is scheduled for a class previously passed
- Student is in need of level change
- Student has a hole in their schedule
- Student is approved for an online course, Extended Learning Opportunity or an Independent Study after course selection is completed.

A student may withdraw from a course within the first 5 days of its marking term with no grade recorded on their transcript. If a student is withdrawn from a course beyond the add/drop period, the student’s transcript will note a W or a WF, depending on their current grade in the class from which they are being removed. The decision to withdraw from a class will be made after discussion between student, teacher, parent, counselor and area director of the course. Every situation is unique and therefore, the final approval for withdrawal from a course lies with the Director of School Counseling and will be approved only if it is deemed to be in the student’s best interest. If a student is being withdrawn from a course within 5 school days prior to the closing of a marking term, they will receive the grade earned in that course on their transcript. If the course is a semester long, the subsequent quarter will note a W or WF.
### Suggested Units for Admission to Post-Secondary Schools

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Soc. Studies</th>
<th>Math</th>
<th>Science</th>
<th>World Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Selective Colleges</td>
<td>4</td>
<td>4</td>
<td>4-5</td>
<td>4-5</td>
<td>3-4</td>
</tr>
<tr>
<td>Four-Year Colleges</td>
<td>4</td>
<td>3</td>
<td>3-4</td>
<td>3-4</td>
<td>2-3</td>
</tr>
<tr>
<td>Two-Year Colleges</td>
<td>4</td>
<td>3</td>
<td>2-3</td>
<td>2-3</td>
<td>1-2</td>
</tr>
<tr>
<td>Vocational Colleges</td>
<td>4</td>
<td>3</td>
<td>2-3</td>
<td>2-3</td>
<td>0-2</td>
</tr>
</tbody>
</table>

These numbers vary with the intended area of specialization of each student as well as with the demands of each school.

### Summer School Credit

During the summer months, a Summer School program is available for credit recovery and/or grade improvement to meet a prerequisite in the four core areas of English, Math, Science, and Social Studies. To be eligible to attend summer school for credit recovery, a student must have previously taken a course, but not completed it successfully. Exceptions may be made by an Area Director, Director of School Counseling, or Principal. Registration forms are available early each spring in the Counseling Office. The retaking of courses does not remove the failure or lower grade from your transcript or overall GPA.

### Valedictorian

A student must earn a minimum of 16 credits at Salem High School to be eligible for valedictorian. The valedictorian will be identified at the end of quarter 3 of the senior year. Senior 3rd quarter grades will be included and the unweighted GPA will be re-calculated to determine class rank and valedictorian. Final unweighted GPAs will be processed three decimal places with no rounding up.

### Student Information

#### Blue Devil Café

The café is currently closed due to the renovation project.

#### Care of Personal and School Property

Please LOCK UP ALL VALUABLES. Common sense precautions should always be taken to safeguard personal articles and school-issued property. Leaving personal articles, such as books, a purse, or clothing unattended, even for a brief period of time, is an invitation to lose them, by mistaken identity or outright theft. Locker rooms, bathrooms, study areas, the cafeteria, and other crowded areas are places where particular care should be exercised. It is your responsibility to secure all valuable items. Some specific reminders for safeguarding property include:

- Place your name or other identifying mark on all personal items.
- Keep hall and gym lockers locked.
- Do not leave money and valuables unattended in any area.
- Do not bring large amounts of money or other valuables to school.

#### Class Dues

Class dues are collected from members of each class to help cover the cost of graduation activities, caps and gowns, proms, and transcripts. Failure to pay the required dues will result in an obligation. Students with unsatisfied obligations may be unable to participate in school-sponsored events, activities, and graduation. Cost of class dues is $45.

#### Concussion Protocol

All concussed students will follow the procedure outlined in the “Concussion Chalk Talk Procedure”. Staff members will be notified of any concussed students and be expected to adjust instruction as outlined in the “Concussion Chalk Talk Procedure”. Click on link for more information [http://www.sau57.org/shs-athletics](http://www.sau57.org/shs-athletics).
Contacting Your Student
In the case of an EMERGENCY, call Guidance at 893-7075 Ext. 5314 or 5315, and you will be assisted. An emergency is an unforeseen circumstance that involves the student’s or immediate family’s health or well-being. Students are not permitted to use their cell phone during instructional time. You may also call the dean’s secretary for assistance. Voice mail messages may be left for staff by dialing 893-7069 and the appropriate extension, if known, or dial the first three letters of the person’s last name. Directory and e-mail information is available by visiting the school website http://www.sau57.org/shs.

Dress Code
Students are expected to adhere to standards of dress and appearance that does not disrupt the educational process. Wearing clothing that promotes illegal activity, is disruptive, provocative, revealing, profane, vulgar, offensive, or endangers the health or safety of the student or other students is prohibited. These are some guidelines that will help you understand acceptable behavior in regard to this policy:

- No undergarments may be visible at any time
- Tops must have an appropriate neckline and must cover the abdomen, back, chest, and sides of the body. All tops must have shoulder straps. Camisoles are considered underwear
- Pants must be worn at the waist and stay there on their own. For safety purposes, pants that are excessively baggy will not be permitted. Boxers need to be hidden
- Skirts and shorts should not extend higher than mid-thigh. However, on some individuals, clothing that meets this guideline may still be too short, and final determination will rest with the administration
- Hats may not be worn in any instructional area or office. Hoods are to be worn down in school
- Sunglasses may not be worn inside the building
- Chains and studs in clothing are not permitted
- Clothing that depicts weapons, drugs, alcohol, promotes illegal activities or is disruptive in nature
- Items considered to be gang-related will be prohibited
- All clothing must be neat in appearance and clean

If a student chooses to ignore these guidelines, he/she will be asked to change into appropriate clothing and sanctioned. This may also require that the student be sent home. A student may cover a shirt that is too short (for example) with another article of clothing. Students who continue to ignore these guidelines will be subject to school sanctions. Each infraction will be documented. Suspension from school for non-compliance may result. The administration shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students’ religious beliefs or medical conditions. Any decisions made by the deans regarding dress code violations are final.

Library Services
The library is available as a resource and to provide academic support for all students at Salem High School. At the library the staff can help you with:

- web/database search strategies
- technology trouble-shooting
- academic research consultation
- citation and attribution requirements
- copyright/fair-use guidance
- accessing professional resources
- finding a good book to read
Library Availability

- Monday – Thursday: 7:00 am - 3:30 pm
- Friday: 7:00 am – 3:00 pm
- Students are welcome to use the library before and after school
- During school hours students may use the library when their instructor has scheduled class time in the library
- Students with passes will be accommodated on a space available basis during the school day.
- Students may use the library during their lunch period to read quietly or do homework
- Ms. Hopkins, School Librarian, is available for personal assistance by appointment.

Collection

From the library’s website http://www.sau57.org/shs/library you can:

1) Search the online catalog – which contains the print collection, magazines, e-books, and downloadable audiobooks
2) Connect to academic databases available by subscription in a wide variety of disciplines by using the following usernames/passwords:
   - Gale/Cengage/Infotrac: salemh03079
   - EBSCO/Facts of File/Mackin/SIRS/Britannica:
     username – salemh
     password - 03079
   - Kelley Library - All students are eligible to obtain a Kelley library card or seek assistance from the circulation desk to access their databases while in the high school library.

Materials Policy - Library materials are checked out for two weeks and may be renewed if still needed, as long as others do not need the materials. E-readers – The library has five simple touch nook and three tablet e-readers available for check-out. Parent/guardians must sign a permission form prior to the tablets being checked out by a student. There are no renewals on the e-readers. For more information visit http://www.sau57.org/ereaders

Telescope – With a signed parent/guardian permission slip, students may check out the Orion StarBlast 4.5” telescope made available through the New Hampshire Astronomical Society’s library telescope program. For more information visit http://www.sau57.org/telescope

Salem High School students may request materials and resources to support the curriculum and encourage independent reading. All requests may be submitted online or directly to the School Librarian at rachel.hopkins@sau57.org

Additional Resources

EasyBib – Students can create premium accounts at www.easybib.com to create and manage research resources as well as create electronic notecards. Accounts must be initially created on a computer connected to the school internet, however afterwards the account may be utilized on any connection. http://ssd.sau57.org/easybib

Printing/Scanning Services – The library has several printers and scanner available for school related work.
Research/Projects Guides - Online guides allow the teacher and librarian to pull together resources from a wide variety of print and online sources for a project. Guides are also available on a variety of topics to aid student achievement. A complete list of guides currently available is available at http://www.sau57.org/profile/rhopkins

For a complete list of resources and library policies please visit http://www.sau57.org/policies

Locker Policy
Salem High School makes lockers available for use during the school year. Lockers can be requested in room 105. Students may not put additional locks on lockers without administrative approval. Lockers must be cleaned out at the end of the school year. Lockers are the property of the school district, and the administration reserves the right to inspect student lockers.

Passes
No student is to be in an unassigned area (corridor, lavatory, parking lot, etc.) without a valid pass. Detention and/or school suspension may result in violation of this policy. Students must have a pass to exit an assigned area (for example, cafeteria). Students are not allowed outside the school building without permission from an administrator.

Proms
Each year Salem High School hosts a junior and senior prom. All guests must be of high-school age and no older than 20 years old. Guests will be wait-listed. Guest forms will be made available by the activities dean for each of these proms. The deans reserve the right to deny any guests from attending the prom. It is expected that students are in good standing and clear of all obligations before attending a prom.

School Dances/Proms
Salem High School students wanting admission to any Salem High School dance must present a current SHS ID card at the door. Tickets will not be sold at the door. All school regulations pertaining to student conduct are in effect. Once a student leaves the dance, he/she will not be readmitted and must leave the school property. No one will be admitted after 9:00 p.m. without prior approval. Note: Semi-formal dances require that males wear shirts and ties; females must wear either dresses or dress slacks. It is expected that students are in good standing and clear of all obligations before attending a dance.

School Insurance
A student accident insurance package is offered by Lefebvre Insurance Agency to all students in the District. Many parents find this insurance a good supplement to an existing insurance program. Explanation of fees and an enrollment form can be found under the Parents & Students portion of the website and click on the Documents and Forms tab http://www.sau57.org/parents/parents-docs. If you need assistance with the enrollment form, please call your child’s school office where paper forms will be available. NOTE: All students participating in athletics must submit proof of insurance before they may participate, as the school does not pay for athletic insurance. Students who are participating in athletics before the start of school may receive the insurance packet before they begin athletic practices.
**Senior Yearbook Portrait**

Salem High School recognizes that some families will utilize other professional studios for portrait packages; however, senior portraits for the yearbook **must** be taken by one of the three photographers listed below. Students choosing not to have senior pictures done can use picture retake day at SHS on October 12, 2016 for their senior yearbook portrait. Contact information for each photographer is provided below.

**CLIX Portraits**
www.clixnewengland.com

**C3 School Photography**
www.c3schoolphotography.com

**Mark Lawrence Photographers**
www.marklawrencephotographers.com

The above photographers will submit senior portraits electronically no later than October 1, 2016. Photographers will adhere to the following requirements:
- *Only one photo per student can be submitted*
- *Photos must be a head shot/shoulder shot - no full body photos*
- *Photos must be a vertical photo*
- *Photos must be an indoor photo with a plain background*
- *No props*
- *No hats*
- *No hand gestures*
- *No graphic tee shirts, i.e. no large logos or print*
- *No provocative clothing – clothing must follow the Salem High School dress code*

If you have any questions, please contact Jeff Dennis at jeffrey.dennis@sau57.org or Deb Wilmarth at dwilmarth@sau57.org

**Student Identification Cards (ID)**

All students are required to have an ID on their person at all times during the school day for identification, lunch and library transactions, and for all school-sponsored functions. All students will be photographed by CLIX Portraits for student pictures and to create a student ID card. Seniors will also be photographed at this time for ID purposes only. Lost or stolen ID’s should be reported immediately to room V204.

**Student Obligations**

Students who owe money for books, uniforms, fundraising money, combination locks, or other school related items cannot participate in co-curricular activities such as clubs, school dances, athletic events, out-of-school marching band events, parking, prom, and graduation exercises. Students are encouraged to satisfy all financial obligations as soon as possible. It is the student’s responsibility to return any item directly to their teacher to avoid an obligation. Leaving a book in the classroom does not ensure that the teacher has received your book. Information pertaining to student obligations can be found in room 103.
**Student Responsibilities**

Students at Salem High School have the responsibility to respect all those rights and freedoms that are granted them by the United States Government and should not abuse those or deny them to others.

It is the responsibility of all Salem High School students to attend school and all classes on a regular basis, to be punctual and to see that their attendance is recorded. While attending classes, students are responsible for bringing the required materials, completed assignments, and an attitude that will enable them to participate in a manner that will benefit both themselves, and the others in their classes.

Students have a responsibility to care for all school property and to conduct themselves in a manner that will reflect favorably upon themselves and the community. Students have a responsibility to display mutual respect for all members of the Salem High School community and to adhere to the rules and regulations of the Salem School District and Salem High School, as specified in the Salem High School Code of Conduct.

**Smoking**

New Hampshire State Law RSA 126-K:6 states that no person under 18 years of age shall purchase, use, or possess tobacco products. Students who smoke, possess, or use tobacco or tobacco-related products, including e-cigarettes, on school property will be suspended, regardless of age. Student may be referred to Salem Police Department for further action.

**Visitors**

Visitors are limited to those who have legitimate business at the school. All visitors must check in at front entrance intercom to be granted access and then proceed to the lobby window and receive a visitor’s pass. **Student visitors are not permitted.** Display of a valid visitor’s pass is a requirement for all visitors.

**Working Papers**

To work in the State of New Hampshire, any Salem High School student less than 16 years of age needs to obtain working papers. Students are to bring a “Work Request” form from their prospective employer to the CTE Office Secretary. (If an employer does not have the form, it can be obtained from the CTE Secretary.) Students 16 years and older do not need to obtain working papers. Salem students, no matter what age, who wish to work in Massachusetts, still require a working permit. This permit must be obtained in Massachusetts.
School Attendance

Attendance Policy
In accordance with State Law RSA 193:1, a parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. For exceptions or additional information, please contact your student’s dean. Absenteeism interrupts the learning process and can have a detrimental impact on student performance. At Salem High School, we understand that parents/guardians are aware of the circumstances that surround their student's absence from school. We continually strive to partner with our parents to inform them of their student's attendance standing which may or may not affect them academically. We know that good attendance is necessary to maximize a student's educational opportunity. In order to help achieve this, we have the following procedures in place:

5 absences/school year - After a student reaches 5 days of absences per year, both excused and unexcused, a letter is sent home to ensure that the parents/guardians are aware of these absences.

10 absences/school year - After a student reaches 10 days of absences per year, both excused and unexcused, a letter is sent home to ensure that the parents/guardians are aware of these absences. Additionally, the Dean, School Counselor, and Student Resource Officer (SRO) may meet with the student to discuss absences. Dean will follow-up with parents.

15 absences/school year - After 15 days of absences per year, both excused and unexcused, a certified letter is sent home to ensure that the parents/guardians are aware of these absences. Additionally, the Dean, School Counselor, and SRO may meet with the student’s parent(s)/guardian(s) to discuss absences. Items that may be discussed:

- Explain importance of Education
- Offer services through the high school counseling department
- Night School/HISET option if applicable
- Legal consequences of non-compliance
- Possible referral to DCYF if truancy continues

20 absences/school year - After 20 days of absences per year, both excused and unexcused, a certified letter is sent home to ensure that the parents/guardians are aware of these absences. A determination may be made to schedule a truancy hearing at Salem HS and/or determine notification to the Department of Children, Youth and Family (DCYF).

A student who is absent shall have his/her parent/guardian telephone the high school at 893-7069, and follow the prompt. We urge all parents to make these calls on the day of the absence. An “excused” absence will be recorded on the attendance list if the student is not in school due to illness, bereavement, infrequent visits to a physician or dentist, or participation in an approved school activity. Students with an excused absence do not need to see their Dean upon return to school. Students who have not been called in by parent/guardian will have their absence recorded as “unexcused” and will receive disciplinary consequences. Classroom attendance is an indicator of student effort and is necessary to obtain the full benefit of subject matter presentation. Students with excused absences have one (1) day for each day of absence to make-up missed schoolwork. Unexcused absences will result in a grade of “zero” for all missed classes until excused by the student’s Dean.

Students who leave school without permission from the nurse or dean, or who are not excused by parent/guardian will be considered absent truant and all missed work will result in a grade of “zero.” Students are expected to attend school on the day of any student activity that they wish to attend. Students who are absent are not permitted on school grounds.
Career, College and College Fair Visits
Prior to a career, college, or college fair visit, a student’s parent shall notify the high school within 24 hours of the absence at 893-7069. Documentation of the visit can be provided to the student’s dean’s office or pick-up a college visitation request form in the school’s counseling office prior to the visitation. A student’s absence is excused once confirmed by a parent/guardian. The excused absence will change to college visitation excused once documentation is received. Seniors are allowed two excused absences for college/career visitations. Juniors are allowed one excused absence for a college/career visit.

Dismissal
Students who are to be dismissed from school must bring a note signed by a parent/legal guardian to the office of their Dean before 7:25 a.m. that states a legal excuse for dismissal. The parent/legal guardian will be contacted via phone to confirm the dismissal, and the student’s name will be placed on the Dismissal List. Students can also be dismissed by email using shsd dismissal@sau57.org. Dismissals by email will be confirmed via phone. No student will be allowed to leave school without the consent of a parent. Students are not to contact parents to be dismissed. Students over 18 years of age must meet with their Dean to set up a dismissal process. Any questions regarding dismissals will be directed to the Dean of Students. Dismissals are subject to the same criteria as absences with regard to being considered excused or unexcused. It is school policy to verify dismissal notes or emails to determine whether they are excused reasons, regardless of the age of the student. Telephone dismissals are not permitted.

To avoid disruption to the educational process, students will not be dismissed for appointments for proms or on final exam days.

Dismissal Due to Illness
A student who becomes ill must report to the nurse’s office. The nurse will make a decision as to whether a student should remain in school. A parent will be notified if the student is to be dismissed. No student will be dismissed from school without the authorization of the nurse or dean. Under special circumstances, an administrator may dismiss a student. Students are expected to follow dismissal procedures to avoid disciplinary action.

Early Dismissal - Late Arrival
It is possible for students to receive permission for late arrival or early dismissal under certain extenuating circumstances. In addition, seniors who have met both the credit and grade criteria may schedule a “free block” either the first block or the last block of the day. Having a free block does not constitute a reason for receiving a parking pass.

Tardiness
School hours are from 7:30 a.m. – 2:10 p.m. Students are expected to be in their class before the 7:30 bell. Students arriving late to school are to report directly to the reception window located by the main entrance. It is school policy to verify tardy notes to determine whether the reason is excused, regardless of the age of the student.

Vacation Absence Request
If a student is to accompany his/her parent/legal guardian on a trip/vacation, the parent/legal guardian shall submit a written vacation request or email their student’s Dean prior to the last day of school attended before the trip. Students have one (1) day for each day of absence to make-up missed schoolwork. The sole responsibility for seeking out missed assignments rests with the student/parent. Due to the educational impact, Salem High School encourages families to limit vacation time to 5 school days.
PARKING RULES AND REGULATIONS
2016-2017

Who Qualifies?

Semester parking permits are issued to eligible seniors and students with approved internships and off-site programs.

1. Seniors must have no obligations and have paid their class dues.

2. Underclassmen must be in an approved program and have no obligations.

3. Students without a semester parking permit may be issued a 1-day temporary parking pass up to two days each month. The number of temporary passes is limited, and these passes are given on a first come-first served basis. Temporary passes must be processed prior to the day a student is driving to school. Students will not be able to obtain a same-day temporary pass.

What do I need?

Prior to receiving a parking permit or temporary pass, students must bring in the following documents to room V204:

- Current vehicle insurance
  *Students participating in an internship and/or off-site program must provide a current insurance binder with vehicle, student name, dates of coverage, and coverage amounts listed. In addition, liability coverage for bodily injury must be at least $100,000 per person and $300,000 per accident.

- Current vehicle registration

- Current driver’s license

- $5 fee per semester for permits

What if I drive a different car to school?

If a student with a parking permit needs to drive a different vehicle to school, he/she must bring all registration and insurance documents for that vehicle to room V204 between 7:00 and 7:25 am to receive a temp pass for the day.

How do I get my permit or temporary pass?

If all paperwork has been received and approved, students eligible for a parking permit can pick up a permit at the start of each semester. The cost of a parking permit is $5.00 per semester. Temporary passes (two per month) can be processed in room V204. To receive a temporary pass, students must have their driver’s license, vehicle insurance and registration on file. Temporary passes must be processed prior to the day a student is driving to school. Students will not be able to obtain a same-day temporary pass.

Driving to school is a privilege. Abuse of this opportunity may result in the loss of parking privileges for the school year. Disciplinary consequences include:

**Infractions and Recommended Consequences**

Tardiness to school (based on quarter) – Permitted drivers are expected to arrive on time to school. Students, who are excessively tardy to school, will meet with the Dean regarding potential loss of parking privileges.

Parked in an unauthorized area or without a valid parking pass

1<sup>st</sup> – 1 hour detention
2<sup>nd</sup> – parking ticket issued by the School’s Resource Officer or 2 hour detention
3<sup>rd</sup> – vehicle towed

Parked in handicap area without a handicap placard

1<sup>st</sup> – parking ticket issued by the School’s Resource Officer and vehicle must be moved
2<sup>nd</sup> and subsequent – vehicle towed
Parked on school grounds with alcohol, drugs, tobacco, or chewing tobacco in vehicle
1st – suspension from school and may result in loss of parking for 1 week
2nd – suspension from school and loss of all parking privileges

Parked at school with wrong vehicle, expired registration, insurance, or license
1st – warning (vehicles receiving a violation sticker)
2nd – 1 hour detention and loss of parking permit until documents are brought in
3rd and subsequent – parking ticket issued by the School’s Resource Officer and/or towed

In all cases, the dean will make the final decision regarding parking permits and disciplinary consequences. When parking at Salem High School, it is the student’s responsibility to provide room V204 with updated vehicle registration and insurance.

**STUDENT CONDUCT ON BUSES**

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of a student jeopardizes the safe operation of the school bus or the safety of fellow students.

Students transported by school bus shall be under the authority of the bus driver. Disorderly conduct, including abusive language, or refusal to submit to the authority of the bus driver shall be sufficient reason for a student to be denied transportation.

**Expectations are as follows:**

- Remain well back from the roadway while awaiting the arrival of the bus. Refrain from throwing things or roughhousing at the bus stop.
- Students shall enter the bus in an orderly fashion, go directly to a seat and remain seated until their destination is reached.
- Students must be ready to take the bus when it arrives. Exacting schedules do not allow time for drivers to wait for students who are not ready.
- Students are to take **only the bus that they are assigned to**, based on their registered address and shall be picked up and unloaded **only at their assigned scheduled bus stop**.

School district policy states that transportation will be provided in the a.m. and the p.m. to and from school. Students are not permitted to take other buses because of after school activities, after school jobs, scout meetings, parties, etc.

Emergency situations **ONLY** may be authorized by written permission (Bus Pass ONLY). These situations will be handled at the discretion of the building principal or by calling the Transportation Coordinator (893-7040).

- Students who must cross the road, after leaving the bus, should cross in front of the bus and on the signal from the driver.
- The bus driver may assign seats to pupils riding school buses.
- There shall be no littering or defacing of the buses.
- No shouting, vulgar language, roughhousing, or throwing things in the bus.
- Students shall keep their hands, arms, and heads inside the bus.
- All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles and should be carried on the student’s lap.
Students are not allowed to bring pets or skateboards on the school bus. Bringing handheld games, iPods, iPads, CD’s or other electronic devices are strongly discouraged.

• Smoking is not permitted at any time on the bus.
• Drinks and eating food on the bus is not permitted.
• Students who are handicapped, either temporarily or permanently, may use school bus transportation if they can board and disembark from the vehicle without assistance. If special help is needed, parents should contact the Transportation Coordinator in order to have their situation considered.
• **Note:** The emergency door must be used for emergency purposes only. Do not touch safety equipment on the bus.

**Salem High School Code of Conduct**

**Student Expectations**

**Self-Management:** Students will demonstrate proficiency by assuming responsibility for behavior and showing respect.
- Exhibits responsible choices during both instructional and non-instructional time.

**Collaborative Learner:** Students will demonstrate proficiency by working cooperatively and effectively with others.
- Listens and participates in cooperative setting.
- Respects the opinions, feelings, and contributions of others.

**Self-Directed Learner:** Students will demonstrate proficiency by taking responsibility for their own learning.
- Meets deadlines for completing homework, classwork, projects, and other assignments.
- Stays on task and uses time effectively.
- Demonstrates effective organizational skills.
- Perseveres in challenging situations.
- Seeks help when needed.

**Students Rights and Due Process**

It is the right of every student to attend school. A student is entitled to full consideration under law and to its full protection. Due process stands as a protection of all rights. Due process procedures assure that every aggrieved student shall be fairly heard and judged.

**High School Resource Officer**

Salem High School and the Salem Police Department support the position of a Resource Officer at Salem High School. The role of the Resource Officer is to serve as a support to the educational program at the high school and to promote a climate where all students feel safe. On occasion, drug dogs visit the school. The purpose of the visit is not intimidation, but prevention. The presence of the drug dogs heightens awareness that Salem High School diligently seeks to prevent drugs and alcohol from being brought into the school. Officers Dale Robeck can be located in room V204 or reached by calling 893-7069 x 5454.
Infractions and Recommended Consequences

LEVEL I
Level I infractions are minor misbehaviors on the part of the student that disrupts orderly classroom procedures or interferes with the operation of the school. These misbehaviors initially are handled by an individual classroom teacher and generally do not require intervention by other school personnel unless the misbehavior is repeated. Examples: disrupting a class or study, failing to do assigned or required work, lying, failing to properly dispose of litter or waste, tardiness to the classroom.

*Teachers have the option of assigning an after school detention for 30 minutes.

LEVEL II, III, and IV: Overview
Misbehavior that disrupts the educational process and/or threatens the safety of others will be referred to the appropriate Dean of Students. Generally, the following process is observed:

1. Student is referred to the appropriate administrator for disciplinary action, utilizing the school disciplinary form.
2. The administrator meets with the student (and/or the teacher when necessary) and determines the action to be taken after providing an opportunity for the student to present his/her side of the situation. The student and teacher are informed in writing of the administrator’s action. The administrator maintains proper and accurate records of the offense and disciplinary action. A parent conference may be requested.
3. If contraband is involved, Deans will confiscate. Disciplinary consequences may include: Detention(s), suspensions, and/or referral to school-based support services or outside agencies. Disciplinary consequences will become more severe with continued, multiple infractions.

The consequences listed for Level II, III, and IV infractions are intended to be guidelines. They may not be appropriate in every case; therefore, the student’s Dean will use discretion in determining the appropriate consequence for any action.

Office Detention:
- Tuesday, Wednesday, and Thursday detentions are held in room 108 and begin promptly at 2:20 PM.
- A tardy or absence to detention will be considered a cut. Changes to the location of the detention room will be announced at the end of the school day.
- Students are expected to bring schoolwork and to be engaged in learning during the detention period.
- Students will be asked to leave if they do not bring work to do.
- Students are not allowed to communicate. No electronic devices are allowed in detention. See your dean if computer access is needed.

It is the responsibility of the parent, not the school, to provide transportation from detention. Detention will be rescheduled only for extenuating circumstances. Work or extra-curricular activities are not an acceptable reason for missing a detention. If a student fails to attend detention, a cut detention warning will be granted and the detention will be rescheduled. Detentions will be doubled if students fail to attend the rescheduled detention. Students are granted two detention warnings per school year. Once detention warnings have been exhausted, detention hours will be doubled and future cuts may result in suspension. The accumulation of 6 hours or more of detention may result in a suspension.
Suspension
In accordance with school policy and RSA 193:13, the building administrator has the authorization to suspend a student up to 10 consecutive days. Students who are suspended from school may not be on the school grounds during the suspension for any reason without administrator approval. A student may not attend any school-sponsored event during the suspension. The suspension is considered over the day until the student returns to school for class. In the event of a school cancellation, the suspension will carry over to the next school day. Students suspended have one (1) day for each day suspended to make-up missed schoolwork. In the event of suspension, students can contact their teacher using the Salem High School website for phone extensions and e-mail addresses (www.sau57.org).

LEVEL II

Included in this level are misbehaviors that are more serious in nature than those cited in Level I, but do not represent a direct threat to the health and safety of others. These tend to be actions of serious educational consequence and require corrective action on the part of an administrator. Disciplinary consequences may include: detentions, suspensions, and/or referral to school-based support services or outside agencies.

Abuse of Pass Privileges
- First offense: No passes for 2 weeks
- Second offense: One-hour detention; no passes for 4 weeks
- Subsequent: May result in suspension

Bus Infraction
- In addition to bus procedures, additional consequences may be issued by the dean

Cafeteria Misconduct
- First offense: Warning or may result in a one-hour detention
- Second offense: Two-hour detention; parent contact
- Subsequent: Two-hour detention and possible removal from cafeteria

Computer Misuse
- First Offense: One-hour detention; parent contact
- Subsequent: Two-hour detention; possible loss of computer privileges

Class Cutting
- First offense: Two-hour detention
- Second offense: Two-hour detention
- Subsequent: May result in suspension

Cut Teacher Detention
- First offense/Subsequent: One-hour detention

Disruptive/Inappropriate Behavior
- First offense/Subsequent: 1-2 hours of detention or may result in suspension
**Dress Code Violation**
- First offense: The incident will be documented, student will need to change
- Second offense: The incident will be documented, student will need to change and receive a one-hour detention, phone call home
- Third offense: The incident will be documented, student will need to change and receive a two-hour detention, phone call home
- Subsequent: May result in suspension

**Electronic Devices Violation (Device used during instructional time)** *The use of personal audio devices, where audio can be heard, is prohibited during school hours.*
Within a classroom, teachers may provide a warning, confiscate and return at the end of the block. When electronic device is given to dean:
- First offense: Returned at end of day
- Second offense: Parent must pick up
- Third offense: Parent must pick up, one-hour detention
- Subsequent: May result in suspension

**Forge Note/Pass/Call/Email**
- First offense: Two hours of detention, possible pass restrictions
- Subsequent: May result in suspension

**Gambling**
- Gambling may result in immediate suspension. Deans will determine the level of offense.

**Left class without permission**
- First offense: One-hour detention
- Second offense: Two-hour detention
- Subsequent: May result in suspension

**Left school or jobsite without permission**
- First offense: Two-hour detention, possible loss of parking permit for 1-week
- Second offense: Two-hour detention, possible loss of parking permit and future parking eligibility
- Subsequent: May result in suspension

**Noncompliance**
- First offense/subsequent: 1-2 hours of detention or may result in suspension

**Parking an automobile on school property without a parking permit** *(Parking at the Field of Dreams, Boys and Girls Club and Saint David’s Episcopal Church is by permit only.)*
- See Parking Rules and Regulations p. 27

**Plagiarism/Cheating**
- First offense: May result in loss of credit for assignment/assessment, teacher contacts parent, director, and dean
- Subsequent: May result in loss of credit for assignment/assessment, teacher contacts parent, director, and dean; may result in detention/suspension
Profanity/Inappropriate Comment
- First offense: Two-hour detention
- Second offense: Two-hour detention
- Subsequent: May result in suspension

Skateboards on school grounds - Skateboards must remain in lockers or in Dean’s office during school hours. At no point shall students be riding on skateboards when on school property.
- First offense: Warning
- Second offense: One-hour detention
- Subsequent: Confiscate, parent must pick up, two-hour detention, cannot have skateboard on school grounds, possible suspension

Tardiness to school (based on quarter)
- First & Second tardy: Written warning
- Third – Fifth tardy: 1-hour detention
- Sixth tardy - subsequent: Two-hour detention

*See parking policy on page 27 as it relates to student tardiness to school

Tobacco, Nicotine Substances, and E-Cigarettes (use/possession)
- First offense: Two-day suspension, items confiscated
- Second offense: Three-day suspension, items confiscated
- Subsequent: Five-day suspension, items confiscated

Tobacco Paraphernalia Possession (i.e., lighters, matches)
- All offenses: Item(s) confiscated
*Students using tobacco related products will be disciplined according to tobacco use.

Truant/Absent Unexcused
- First offense: Two hours of detention
- Second offense: Two hours of detention
- Subsequent: Suspension/Truancy protocol will be followed

Unauthorized Area
- First offense: One-hour detention
- Second offense: Two-hour detention, no passes
- Subsequent: May result in suspension

Violation of Cease Contact
- Consequences will be determined by dean, possible referral to SRO
LEVEL III
Acts directed against persons or property whose consequences do not seriously endanger the health and safety of others in the school, include but are not limited to:

- Profanity/Inappropriate comment directed toward staff or student
- Bullying/Cyber Bullying
- Harassment of staff or student
- Hazing activities
- Threatening of staff or student
- Racial slurs directed toward staff or student
- Sexting, possession and/or distribution of pornographic material
- Fighting
- Noncompliance
- Vandalism/Graffiti (under $100.00)
- Use of mace, pepper, or tear gas spray
- Theft (under $100.00)
- Misuse of school property, including computer equipment
- Computer hacking
- Physical/Verbal altercation short of a fight

The consequence recommended for Level III infractions may result in up to a 10-day suspension. Restitution for property or personal damage will be recommended. School Resource Officer may take additional action.

Pupil Safety and Violence Prevention RSA 193-F:2

It is the policy of the Salem School District that its students have an educational setting that is safe, secure, peaceful, and free from student harassment. The Salem School District will not tolerate unlawful harassment of any type. The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. The Superintendent of Schools is responsible for ensuring that this policy is implemented.

I. Definitions
1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

   - Physically harms a pupil or damages the pupil’s property;
   - Causes emotional distress to a pupil;
   - Interferes with a pupil’s educational opportunities;
   - Creates a hostile educational environment; or
   - Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

5. Victim. Victim means a pupil against whom bullying or cyberbullying has been perpetrated.

6. Perpetrator. Perpetrator means a pupil who engages in bullying or cyberbullying.

Any reference in this policy to “parent” shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil

Bullying or cyberbullying occurs when an action or communication meeting the definition of bullying or cyberbullying:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or

2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The District prohibits bullying or cyberbullying and, if necessary, may impose discipline to address bullying or cyberbullying.

Hazing - RSA 631:7

Hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Salem School Board. Hazing includes acts that tend to inflict unnecessary physical punishment, an attempt to embarrass, or disconcert by ridicule or persistent criticism, tends to injure, degrade, or disgrace or to place an individual in a position so characterized.

Any initiation or activity that interferes in any way with the proper and appropriate function of a school or school related activity, and any student’s opportunity to have that activity available, is considered hazing and is prohibited. No student organization or any person associated with any organization sanctioned by the Salem School Board shall engage or participate in hazing.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, beverage, drug or substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.
Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Salem School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

Administrators and supervisors are responsible to notify all participants such acts are prohibited, to take action necessary to prevent such acts, and to discipline any participants that engage in such acts.

A copy of this policy will be furnished to each student and teacher in the school district at the outset of each school year.

LEVEL IV
Acts which result in violence to another person or property, or which pose a direct threat to the safety of others. These acts are clearly criminal and are so serious that they always require administrative action that results in the immediate removal of the student from the school and the intervention of law enforcement and/or outside authorities. Federal 921 of Title 18 of the U.S. Code in School Policy JFCJ states, “No person(s) shall knowingly aid, abet, or otherwise assist another person(s) in possessing, bringing or concealing any weapon into any Salem school, school sponsored activity, or onto any school property. Examples of weapons and other unlawful acts include but are not limited to:

- Extortion
- Bomb threat
- Possession/use of dangerous weapons
- Vandalism/Graffiti (major - over $100.00)
- Drug use, possession, distribution of drugs or drug paraphernalia; includes prescription drugs
- Alcohol use, possession, or distribution
- Assault of a teacher or member of the staff or an assault on another student
- Arson
- Causing a false fire alarm
- Use of firecrackers or other explosives
- Theft (major - over $100.00)

The consequence recommended for Level IV infractions is up to a 10-day suspension. A hearing may be held with the Superintendent of Schools to determine additional suspension and/or recommendation for an expulsion hearing. Restitution for property or personal damage may be recommended.

In all cases, a re-entry meeting with student and parent/guardian must be held prior to student returning to school after suspension is served.
State Law RSA 193-D:1 Safe School Zones
“Safe school zone” means an area within 1,000 feet of any school property or school buses.

1. “School” means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools under RSA 193-A.
2. “School employee” means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.
3. “School property” means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
4. “School purposes” means school-sponsored programs, including but not limited to educational or extracurricular activities.
5. “Acts of theft, destruction, or violence” means an act set forth in the following statutes regardless of age of perpetrator:
   a) Homicide under RSA 630.
   b) (1) Any first or second degree assault under RSA 631.
      (2) Any simple assault under RSA 631:2-a.
   c) Any felonious or aggravated felonious sexual assault under RSA 632-A.
   d) Criminal Mischief under RSA 634:2.
   e) Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159.
   f) Arson under RSA 634:1.
   g) Burglary under RSA 635:1.
   h) Robbery under RSA 636.
   i) Theft under RSA 637.
   j) Illegal sale or possession of a controlled drug under RSA 318-B.

Educational Laws/Policies

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:
(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Salem School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person engaged in the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NON-DISCRIMINATION

The Salem School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability for employment in participation in admission or access to, or operation and administration of any educational program or activity in the Salem School District.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent of his/her designee. This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedures. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

SEXUAL HARASSMENT, SEXUAL VIOLENCE, & HOSTILE ENVIRONMENT - JBAA (hereinafter “Harassment”)

It is the policy of the Salem School District to promote an educational setting free from Harassment which disrupts or creates an intimidating, offensive, or hostile environment undermining an atmosphere of trust and respect essential to a healthy work and academic environment. Harassment is demeaning and degrading. It affects an individual's self-esteem, and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful.

No employee or student of the District shall be subjected to, or subject others to, harassment which violates Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1974, Title VII of the Civil Rights Act of 1964, NH Administrative Rules Hum 402.02(a), as well as sexual abuse and assault laws, civil laws, and any other federal and state regulations, and District policies and procedures as applicable. Harassment is illegal; employees and/or students who harass may also be personally liable under civil laws.

Employees and/or students who believe they are the subject of Harassment, or anyone having questions or concerns regarding Harassment, are encouraged to contact one or more of the following individuals:
School District administrators and supervisors have the further responsibility of preventing and eliminating Harassment within the areas they oversee. If administrators or supervisors know Harassment is occurring, receive a complaint of Harassment, or obtain other information indicating possible Harassment, they must take immediate steps to ensure the matter is addressed, even if the problem or alleged problem is not within their area of oversight. Teachers and staff members likewise must inform an appropriate administrator if they have reason to believe Harassment is occurring.

Reference:
Sexual Harassment (JBAA-Regulation)
Abused & Neglected Children (JLF-Policy & Regulation)

STUDENT RIGHTS AND RESPONSIBILITIES
The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution.

In the high school, there shall be established an elective and truly representative student directed government with offices open to all students. All students shall be allowed to vote. This government shall be elected annually on the basis prescribed by the constitution of the school.

At the discretion of the student government in the school, there shall be a student ombudsman elected annually, who shall be trained to offer counsel as to students’ rights. The building principal shall be responsible for training the ombudsman and for proceeding to affect the program.

Students shall have the right to counsel and due process procedures in the matters of suspension, transfer, and expulsion.

Students shall have the right to participate in decisions affecting the curriculum through student representatives duly designated by the student government. The building principal shall establish procedures to affect the program.

Students shall have the right to participate in the establishment of regulations regarding discipline through student representatives duly designated by the student government. The building principal shall establish procedures to affect the program.

Academic performance shall be the only criterion for academic grades.

Students shall not be subjected to unreasonable, corporal, or excessive punishment.

In light of the creation of these orderly procedures for dealing with student concerns, no student shall disrupt the education process within a school.

Every member of the school community, including students, parents, the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.
In order to try out for an Interscholastic Athletic Team at Salem High School, the Salem School Board established the following policies and regulations. These may exceed those of the NHIAA, the organization that governs interscholastic athletics at Salem High School. They are as follows:

**Academic Performance**
In order to be eligible for extra-curricular or interscholastic athletic activities, a student cannot fail more than 1 unit of work, regardless of the number of classes in which he/she is enrolled. A unit of work is defined as a class that meets for 90 minutes, 5 days a week, for an entire marking period. Classes that meet every other day or share a block of time with another class during a marking period will be combined to meet the definition of unit of work. Any student who fails two (2) or more units of study in the previous marking period (includes quarter grades, **not** final grades) shall be deemed ineligible for any co-curricular or interscholastic activity until the next marking period in which the criteria for eligibility is met. Additionally, students/athletes must earn the minimum number of credits for promotion to the next class each year (see promotion credits). Students withdrawing from a course may impact eligibility and the number of credits needed for promotion.

- Incoming freshmen are automatically declared eligible to take part in activities for the first marking period.
- In order for student/athletes to be eligible to participate in practices or games, they must be in school...ON TIME. If you are late or need to be dismissed due to a medical/dental appointment (primary doctor, physical therapy, dermatologist, dentist, etc...), you need to provide the Athletic department a note from the doctor that states "cleared for sports" upon your return in order to participate in practice and games.
  - All students/athletes must be present in school and at practice the day **before** an event in order to be eligible to participate in the next day’s event.
  - All students/athletes must be present all day on the day of or the day preceding a weekend or holiday.
- Students are required to ride to/from school sponsored athletic events on school provided transportation. Any alteration of this would need to be given to the Athletic Director 48 hours in advance.
- Students and parents must sign the Student Extra-Curricular Eligibility Agreement found in FamilyID registration.

**Physical Form**
In order to participate in sports, all athletes must have a yearly physical by a certified registered physician indicating approval to participate in athletics dated after June 1st of the current school year. The Salem School District Pre-Participation Physical Evaluation Form for Athletes is available on the district website [http://sau57.org/ld.php?content_id=13801828](http://sau57.org/ld.php?content_id=13801828) or in the Athletic office. Forms must be turned in to the Athletic Office or uploaded to your FamilyID registration prior to the first day of tryouts.

**Parent Permit**
The parent permit form (which is our FamilyID registration) can be found on the Salem High School web site, under Athletics tab: [https://www.familyid.com/salem-high-school-athletics](https://www.familyid.com/salem-high-school-athletics).

**Student Insurance**
Provide evidence of coverage by a voluntary school accident insurance policy. To participate in interscholastic athletics, students must provide a notice stating that they are covered by a family health insurance plan or they...
must purchase student insurance. The school district does not sell student insurance, but they do provide information from an insurance company that offers a student insurance package at the beginning of each school year for those families that choose to participate.

Families may want to consider the student insurance even if they have family health insurance. This is particularly true should the family health insurance pay only a specified percentage of health care costs. The student insurance will frequently cover the difference between the family health insurance and the actual cost.

**Athletic Liability Acknowledgement of Warning and Consent Agreement**

A parent or guardian must view the Athletic Liability video online at [http://www.sau57.org/shs-athletics/liability-video](http://www.sau57.org/shs-athletics/liability-video) and complete and return the Athletic Liability Acknowledgement of Warning and Consent Agreement form to the Athletic Office or upload to your FamilyID registration. The purpose of this video is to explain the rules and regulations of interscholastic athletics and the inherent dangers associated with the activity. **This is mandatory for athletic eligibility.** Parents only need to view the liability video once during their student’s 4 years at Salem High School. If a parent had additional children who attend Salem High School who want to participate in athletics, then they must view the liability video for each child.

**Interscholastic Athletic Programs**

The Interscholastic Athletic Program offers students a wide variety of sports and represents Salem High School in competition with other high schools. The program includes:

**Fall season:**

Boys
- Cross Country
- Football (Freshmen, J.V., Varsity)
- Golf
- Soccer (Freshmen, J.V., Varsity)

Girls
- Cheerleading (J.V., Varsity)
- Cross Country
- Field Hockey (J.V., Varsity)
- Golf
- Soccer (J.V., Varsity)
- Volleyball (Freshmen, J.V., Varsity)

**Winter season:**

Boys
- Basketball (Freshmen, J.V., Varsity)
- Ice Hockey (J.V., Varsity)
- Swimming
- Track
- Wrestling

Girls
- Basketball (J.V., Varsity)
- Cheerleading (J.V., Varsity)
- Gymnastics
- Ice Hockey (J.V., Varsity)
- Swimming
- Track
Spring season:

Boys  
Baseball (J.V., Varsity)  
Lacrosse (J.V., Varsity)  
Tennis  
Track  
Volleyball (JV, Varsity)

Girls  
Lacrosse (J.V., Varsity)  
Softball (J.V., Varsity)  
Tennis  
Track

**Student Responsibilities and Conduct**

Students are ineligible for participating when:

1. They fail to meet the academic requirements to participate.
2. In order for student/athletes to be eligible to participate in practices or games, they must be in school...ON TIME. If you are late or need to be dismissed due to a medical/dental appointment (primary doctor, physical therapy, dermatologist, dentist, etc...), you need to provide the Athletic department a note from the doctor that states "cleared for sports" upon your return in order to participate in practice and games
   - All students/athletes must be present in school and at practice the day before an event in order to be eligible to participate in the next day’s event.
   - All students/athletes must be present all day on the day of or the day preceding a weekend or holiday.

3. A student fails to account for and return, or provide financial reimbursement for uniforms or equipment loaned during an activity.
4. A player leaves the bench during an activity.
5. A student has exhibited behavior that is detrimental to the concept of sportsmanship and, in the judgment of the principal, will reflect discredit upon the school.
6. A student is under suspension.

Students are required to show their report cards to their coach prior to the start of practice when a marking period ends during an athletic season. This is done to check the students’ eligibility. Also, whenever available, students are required to ride to and from school-sponsored athletic events on school-provided transportation. In addition, the Salem School District expects that all students will conduct themselves in a sportsmanlike manner at all times as members of a Salem High School athletic team.

**STUDENT ACTIVITIES AND ORGANIZATIONS**

Co-curricular/Extra-curricular Programs  
(School Board Policy JJA)

Although the board has established academic rigor as a first priority, they recognize the educational value of organized activity outside regular class. A broad variety of well-directed student activities is encouraged.

Each activity and/or organization shall file a written statement with the school principal stating its goals, purposes, criteria for selection and membership and the nature of events they shall be engaged in.
The school board requires:

1. Each new activity or organization must have the written approval of the principal before being permitted to function. The intent of the board is to encourage and support co-curricular activities that provide a positive and constructive experience for the young people in schools. The board expects these activities to supplement the primary responsibilities of school, that is, academic preparation. Therefore, activities shall not require participants to be frequently absent from scheduled classes nor require excessive time so as to absent students from wholesome family relationships and/or opportunities for study and cultural growth.

   a. Eligibility: Students must have obtained the following credits to advance with their class to the next grade level:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 9 to Grade 10</td>
<td>7 credits</td>
</tr>
<tr>
<td>Grade 10 to Grade 11</td>
<td>14 credits</td>
</tr>
<tr>
<td>Grade 11 to Grade 12</td>
<td>21 credits</td>
</tr>
<tr>
<td>Graduation from Grade 12</td>
<td>28 credits</td>
</tr>
</tbody>
</table>

   b. Students must be passing a minimum of 3 courses at all times to gain and maintain eligibility. Students can fail no more than one (1) course per marking period to maintain eligibility.

2. Each activity or organization must have a designated advisor or coach. Preference is for such advisors and coaches to be school employees.

3. Activities sponsored by outside agencies shall be carefully reviewed by the principal and approval must be granted by the principal before they become operational in the school. Entry fees may not be required. Care shall be taken to ensure that the activity is not for the purpose of advertising a company or a product.

4. All recognized student activities shall account for their financial transactions by use of the Student Activity Fund. (See JJF).

5. All initiation ceremonies of any school organization shall be conducted on school premises under the direct supervision of an advisor or coach. No ceremony or initiation shall consist of any form of "hazing". (See JICFA).

6. Each activity and/or organization shall comply with school district policies and regulations.

7. Membership shall not be denied because of race, religion, nationality, or handicap or for any other reason unrelated to the purpose of the activity/organization and shall be limited to students currently enrolled.

Co-curricular activities are considered to be:

1. Any organization/group/club/team which meets on a scheduled basis over a period of time; may be scheduled to compete with other schools; may elect or appoint officers. Examples: (not limited to) interscholastic athletics, debate, cheerleading, pep clubs, F.H.A., Key Club, National Honor Society, Student Council, Class Officers, Yearbook, Olympics of the Mind, Band, Drama.

2. Some activities are carried out in conjunction with regular courses, e.g., band, drama. In such classes ineligible students will continue in class, but will be ineligible to take part in out-of-class activity, performances, or competition. The out-of-class participation shall not affect class grades.

3. Instructional field trips for a classroom are excluded from these policies.

4. All student participation shall be on a voluntary basis.
Eligibility:
1. For all activities a student must be a member in good standing. A member in good standing has:
   a. Obtained the credits necessary to advance with the class each year of secondary school experience.
   b. Is free of any suspension from school or class.
   c. Has failed no more than one (1) course, regardless of the number of classes enrolled, in each marking period.
2. Any student who has failed two (2) or more units of study in the previous marking period should be deemed ineligible for any interscholastic activity until the next marking period when the criteria for eligibility has been met.
3. Exceptions for participation by those with handicapping conditions may be granted by the principal only when the handicap prevents the student from meeting the class status requirement.

Student Responsibilities:
1. To seek prior and proper consent before organizing an activity.
2. To meet the approved criteria for membership to activities.
3. To participate regularly and to conduct themselves in an appropriate manner.
4. To operate according to the policies and regulations of the district and the school.
5. To select activities that do not interfere with their academic programs.

Student Rights:
1. To belong and take part in activities for which they qualify and which contribute to their personal goals.
2. To have an elected representative body to express needs and concerns.
3. To use available school facilities and to have access to available communications.

The Superintendent of Schools will prepare and maintain regulations to implement these policies. Such regulations shall be submitted to the board for review and comment.

Salem High School Extra-Curricular Eligibility Rules and Regulations

Participation in high school life beyond the classroom is strongly encouraged here at Salem High School. A student who becomes involved in extra-curricular activities is more likely to have a successful and memorable high school experience. With participation, and the corresponding benefits, come responsibilities students are expected to meet. Those who participate in Salem High School extra-curricular activities will be required to adhere to high standards and expectations. A student who represents Salem High School through clubs and organizations, student government, the arts, or athletics has a responsibility to uphold the integrity of the school. These rules address those expectations for behavior that will promote student well-being. With the best interests of the students in mind, the use of alcohol or illegal drugs is prohibited at all times. Other substances, such as over-the-counter and prescribed medications that are used contrary to intent, and tobacco, are also prohibited. Additionally, inappropriate behaviors such as but not limited to, gambling, criminal activity, vandalism, and gross misconduct will result in sanctions and the withdrawal of participation privileges. Improprieties, depending on severity, will result in varying degrees of sanctions.

All Salem High School students will be held to the same standards. Those who choose not to participate in any extra-curricular activities, may, in fact, decide at some point to become involved in a club, organization or sport. All students should be aware that, since the same standards apply to all, records of impropriety during a student’s cumulative high school career will be maintained and considered when determining the appropriate consequence under these rules regardless of the level or infraction type.
The Director of Athletics and the Dean of Students overseeing activities are responsible for the implementation of these Rules with their respective teams and organizations. In their absence, these rules will be implemented by another Salem High School Dean of Students.

These Rules are in effect from the first day of participation in sanctioned school activities or the first academic day of school, whichever is earlier, to the last day of participation in sanctioned school activities or the last academic day of school, whichever is later. All violations of this policy and subsequent consequences will be considered in a cumulative fashion. A student who violates this policy for the first time will receive consequences appropriate to that offense. Any subsequent violation of this policy will be considered at the next sanction level, regardless if the first offense was in a different and even less serious category of violation. The administrator implementing these Rules need not adhere strictly to the categorization of the violations and offense levels but can impose the appropriate consequence given the totality of the circumstances. Parents of students who violate the Rules will be notified via letter of the violation and the consequence for the violation.

1. The following behaviors constitute the most serious violations of the Extra-Curricular Activities Rules and will result in the immediate suspension from activities and teams for a period of 365 days from the date of offense. If the violation involves drugs or alcohol, the students will also be referred to a substance abuse counselor and expected to complete a support plan suggested by the counselor in order to return to extra-curricular activities and athletics. Parents will be notified by letter of the terms of the suspension, and they may request a meeting with the Principal to review the suspension. If they are dissatisfied with the Principal’s decision, the parents may appeal the matter to the Superintendent of Schools whose decision will be final.

- The sale or distribution of illegal or unauthorized drugs or alcohol.
- Level IV Offenses in the Salem HS Student Handbook

2. The following behaviors constitute serious violations of the Extra-Curricular Activities Rules and will result in sanctions as indicated.

- Illegal use, possession, or being in the presence of alcoholic beverages.
- Illegal use, possession, or being in the presence of illegal drugs.
- Hazing: the definition of hazing shall mean, “…any act whether physical, mental, or psychological, which subjects another person, voluntarily or involuntarily to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate, or which in any fashion compromise a person’s inherent dignity. In addition, any requirement by a member of an organization which compels another member to participate in an activity that is against school policy or state/federal law will be defined as hazing.”
- Level III Offenses in the Salem HS Student Handbook

**FIRST OFFENSE:**

Students removed from their extra-curricular activities and athletics for a period of three weeks from the date of the offense. This includes off-site events and performances. Students who are sanctioned for alcohol or drugs will be referred to a substance abuse counselor and must agree to complete a support plan suggested by the counselor in order to continue involvement in extra-curricular activities and athletics. Students may not tryout for another club or a new sport while serving a consequence for a first offense.
SECOND OFFENSE:
Students removed from their extra-curricular activities and athletics for a period of twelve weeks from the date of the offense. This includes off-site events and performances. Students who are sanctioned for alcohol or drugs will be referred to a substance abuse counselor and must agree to complete a support plan suggested by the counselor in order to continue involvement in extra-curricular activities and athletics. Students may not try out for another club or a new sport while serving a consequence for a second offense. Parents will be notified of the suspension and will be advised that they may contact the Director of Athletics or the Dean of Students for additional information.

THIRD OFFENSE:
Students removed from their extra-curricular activities and athletics for a period of 365 days from the date of the offense. Students who are sanctioned for alcohol or drugs will be referred to a substance abuse counselor and expected to complete a support plan suggested by the counselor in order to return to extra-curricular activities and athletics. Parents will be notified by letter of the terms of the suspension and they may request a meeting with the Principal to review the suspension. If they are dissatisfied with the Principal’s decision, the parents may appeal the matter to the Superintendent of Schools whose decision will be final.

3. The following behaviors constitute violations of the Extra-Curricular Activities Rules and will result in sanctions as indicated.

- **Gambling** on Salem High School contests or gambling on school property.
- **Gross misconduct**: Including, but not limited to, criminal activity; leaving an activity in anger or interrupting the flow of activity with inappropriate behavior or obscene language; demonstrating dishonesty, directing threats or gestures to an advisor, coach, official, fellow participant, or spectators.
- **Game disqualification** for student athletes will require a meeting with the Athletic Director. Additional sanctions may be imposed as necessary and in accordance with the expectations policy.

FIRST OFFENSE:

**Clubs, Organizations, The Arts:**
Suspension from activities for one week including off-site events and performances.

**Athletics:**
Suspension from one sanctioned contest/date. Student-athletes may not participate in contests at another level of competition until their sanction is served.

SECOND OFFENSE:

**Clubs, Organizations, The Arts:**
Suspension for three weeks including off-site events and performances. Parents will be notified of the suspension and will be advised that they may contact the Director of Athletics or the Dean of Students for additional information.

**Athletics:**
Suspension for three weeks from sanctioned contests/dates. Student-athletes may not participate in contests at another level of competition until their sanction is served. If a student-athlete receives a second disqualification within the same season, their season is terminated per NHIAA rules. Parents will be notified of the suspension and will be advised that they may contact the Director of Athletics or the Dean of Students for additional information.
THIRD OFFENSE:

**Clubs, Organizations, The Arts:**
Suspension for twelve weeks including off-site events and performances. Parents will be notified by letter of the terms of the suspension and they may request a meeting with the Principal to review the suspension. If they are dissatisfied with the Principal’s decision, the parents may appeal the matter to the Superintendent of Schools whose decision will be final.

**Athletics:**
Suspension for twelve weeks from sanctioned contests/dates. Student-athletes may not participate in contests at another level of competition or try out for another sport until their sanction is served. Parents will be notified by letter of the terms of the suspension and they may request a meeting with the Principal to review the suspension. If they are dissatisfied with the Principal’s decision, the parents may appeal the matter to the Superintendent of Schools whose decision will be final.

FOURTH OFFENSE:

**Clubs, Organizations, The Arts, Athletics:**
Students removed from their extra-curricular activities and athletics for a period of 365 days from the date of the offense. Parents may request a meeting with the Principal to review the suspension. If they are dissatisfied with the Principal’s decision, the matter may be appealed to the Superintendent of Schools. The decision of the Superintendent of Schools will be final.

4. The following behaviors constitute violations of the Extra-Curricular Activities Rules and will result in sanctions as indicated.

- **Fighting:** Student-athletes involved in a fight during a game, scrimmage, or practice will be suspended from the next three sanctioned contests. If the sanction cannot be completed in the current season, then the sanction will carry over to the next year. In the case of a graduating senior, the sanction will carry over to the next sport that he/she is participating in or, if their athletic career is over, an appropriate consequence will be determined by the Director of Athletics and the Principal. Consequences may include but are not limited to detentions, school suspension, and the elimination of senior week activities.

Other:
Coaches of athletic teams and club or organization leaders have the discretionary authority to determine whether or not to allow a player or student to practice, rehearse or in some way stay engaged with the team or organization during suspensions. It is understood that philosophy differences exist. While it may be beneficial for a player or student to continue with, for example, practices or rehearsals, it may also be essential that a student be removed from team or group contact for a period of time. Coaches and advisors will use their own judgment in such cases. At least three (3) days away from the team or organization during any suspension is encouraged.

*Nationally affiliated clubs or organizations, such as the National Honor Society, may have more stringent national guidelines. In such cases, national rules will supersede the Salem High School Extra-Curricular Activities Rules.*
CLUBS/ACTIVITIES and ADVISORS

Actors’ Guild
Actors’ Guild is the Drama Club at Salem High School, where students actively work on the theatrical productions the club produces. Actors are cast through an audition process, but anyone can join the club and be actively involved in a variety of roles including technical work such as set building, painting, lighting, props, costume, etc. Rehearsals for productions are 3-4 days/week after school.

After-School Chorus
Lauren Peithmann

Best Buddies
Jen Hale/Tiffany Helsley

Biotech
Norma Bursaw/Thomas Polte

Book Club
Rachel Hopkins

Chess Club
Gary Duranko

Class Council
Class Council assumes the responsibility to organize and carry out all class events and activities. Meetings are held to organize events and to sponsor fundraising activities. Class officers are expected to attend all meetings. Junior, Sophomore, and Freshmen Class Officers seek to promote class unity and sponsor class social activities and fundraising events. Students interested in running for office should contact their class advisor.

The class council is composed of all elected class officers and Student Council representatives and can also include volunteer at-large members from the class. Class elections (for the officer and representative positions) are held in late May for the rising senior, junior, and sophomore classes. Freshman class elections will be held within the first two weeks of school in September. Class advisors will solicit nominations from students for the positions of President, Vice President, Secretary, Treasurer, and Publicist. They will also receive nominations for SEVEN class representatives to the Student Council.

Class of 2017
Lisa Massahos, Lauren Carney, & Lauren Isabelle

Class of 2018
Deb Wilmarth/Kara Christesen

Class of 2019
Michelle Martel, Nicole Ponti

Class of 2020
TBA

Color guard/Winter guard
Marty Claussen

Dungeons & Dragons
Bernie Campbell

FBLA (Future Business Leaders of America)
Claire Brady
This service organization is open to students enrolled in business courses. Its purpose is to offer an opportunity for business students to work together, with the school and the community, to build and develop character and leadership.

Film Club
Salem School District Media Staff
Anyone with an interest in cinema may join the Film Club; including students interested in acting, writing, cinematography, lighting, sound and editing. Film Club members watch, analyze, and most importantly, create original films! Students get to use state of the art, digital cinema quality cameras and editing software. Finished films will be featured on local cable TV or premiered to the public in the auditorium. All are welcome to take part in this exciting creative process.
HOSA (Health Occupation Students of America)  Janine Parent & Marybeth Cook  
HOSA is a national student organization that is opened to students interested in the health care field and operates through the Health Science and Technology program. The mission of HOSA is to promote opportunities in the health care industry and to enhance the delivery of quality care to all people. We provide opportunities for knowledge, skills and leadership development therefore, helping the students meet the needs of our health care community. Our meetings are held monthly after school to organize the clubs activities for the year.

JROTC  Major Blazak/Chief Puzzo  
Drill Team  
Kitty Hawk Air Society

Key Club  Jennifer Monterrosa  
Key Club is a community service-oriented, high school student organization that is affiliated with Kiwanis Club International. Our mission is to promote an understanding of being an active and positive influence in our school, local and global communities.

Kindness Matters  Shawn Brown

Kingdom Impact Players (K.I.P.)  Heith Vierow

Marching Band  Marty Claussen

Math Team  Tasneem Mohammed/Danielle MacDonald  
The Math Team competes on both the local and state levels with a total of six meets per school year. Students compete in three out of five categories: Arithmetic, Algebra I, Geometry, Algebra II, and Advanced Math. A chosen group competes in a team category; and each category has three challenging questions. The team also completes the New England Math League Test monthly. This is composed of six difficult problems. The test is given to many high schools throughout the region and students’ scores per test are recorded, and then added towards a commutative score. Team members meet after school to practice problems and discuss solutions.

Muslim Student Association  Tasneem Mohammed

National Honor Society  Aurora Merry  
The National Honor Society is an organization for students who have demonstrated high academic achievement and who wish to support the school and community in the pursuit of excellence. Membership is based on four criteria: scholarship, service, leadership and character. Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the Faculty Council in each school. At Salem High, all students who are academically eligible, that is, they possess a cumulative grade point average of 3.55 or better after five quarters will receive an invitation to complete a membership survey. This survey, along with an essay, will be used by the Faculty Council to determine which students are eligible based upon all four criteria. National by-laws prevent acceptance based upon grades alone. Those students who qualify will be accepted into the NHS. Completion of the survey, however, does not guarantee acceptance. The major function of the National Honor Society is to serve the community. Every member is required to complete one service project each semester to remain in good standing.
National Technical Honor Society  
Terry Berube
The National Technical Honor Society (NTHS) is a society where members are nominated and then inducted on the following criteria: A/A for 5 consecutive quarters in their Career & Technical Program, qualifying GPA, positive attendance, discipline, work ethic, and instructor approval. Students are requested to attend a candlelight ceremony for induction, which is held in January. On-line scholarships are available for members. An on-line data base keeps students connected to job searches within their chosen fields. Students who are inducted receive purple/silver cords and receive a white tassel at graduation. There is no community service requirement for entry into the NTHS.

Peer Tutoring Program  
Greta Gauthier
This is a student-based program where peers help peers. Tutors are paired up with students who require help in certain classes. They meet in the mornings before school or directly after school. Applications to tutor or be tutored are available in the Guidance Office.

Quiz Bowl  
Bernie Campbell

Robotics  
John Seeman

Student Advisory Leadership Team  
Scott Insinga, Nicole Burke, & Jeff Dennis

Science Club  
Laura Lambert

Ski & Ride Club  
Mike Jolicoeur

Skills USA  
Terry Berube
Skills USA is a Career & Technical Student Organization that is open to any student enrolled in CTE courses. The club meets each Friday at 2:15 pm in the CTE conference room. Skills USA is a national organization whose foundation lies in training students for leadership in the workforce. As a group, students prepare community service projects of their choosing, which include a school-wide food drive. Opportunities to compete for scholarships are available at the spring state competitions, and gold medalists compete at the national level.

Student Council  
Mike Courtois
The Student Council serves as a governing body of Salem High School students even as it provides a variety of services to the Salem community. The Student Council is an organization where leadership skills are developed. To help develop these skills and to share ideas, the Council is affiliated with the NH Association of Student Councils. This state organization sponsors a fall convention, winter workshop, and spring convention, as well as numerous district meetings. Many of these activities occur during school hours. The SHS Council makes every attempt to send a delegation to all these conferences. The Student Council also serves the student body by helping to promote school spirit and pride through activities and assemblies. The student body has elected the current Student Council members.

Video Yearbook  
Marty McCue
This is published in the spring of each year. Students produce the video yearbook by learning the techniques of photography, layout, editing, gathering copy, collecting advertising and selling the book. Video Yearbook is open to members of any class (freshmen-seniors).

Winter Percussion  
Marty Claussen
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>ADVISORS</th>
<th>MEETS</th>
<th>TIME</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actors' Guild</td>
<td>Chris Bujold/JillianThiele</td>
<td>TBA</td>
<td>2:30</td>
<td>PAC</td>
</tr>
<tr>
<td>After-School Chorus</td>
<td>Lauren Peithmann</td>
<td>Tuesday</td>
<td>2:20</td>
<td>Music Room</td>
</tr>
<tr>
<td>Best Buddies</td>
<td>Jen Hale/Tiffany Helsley</td>
<td>Last Wednesday</td>
<td>2:20</td>
<td>206</td>
</tr>
<tr>
<td>Biotech</td>
<td>Norma Bursaw/Thomas Polte</td>
<td>Monday</td>
<td>2:20</td>
<td>Rm 125/V112</td>
</tr>
<tr>
<td>Book Club</td>
<td>Rachel Hopkins</td>
<td>TBA</td>
<td>2:30</td>
<td></td>
</tr>
<tr>
<td>Chess Club</td>
<td>Gary Duranko</td>
<td>Monday</td>
<td>3:30-4:15</td>
<td>Guidance Office</td>
</tr>
<tr>
<td>Class of 2017</td>
<td>LisaMassahos/Lauren Carney/Lauren</td>
<td>Wednesday</td>
<td>7:00</td>
<td>Portable 1</td>
</tr>
<tr>
<td>Class of 2018</td>
<td>DebWilmearth/Kara Christesen</td>
<td>Wednesday</td>
<td>7:00</td>
<td>Rm 258</td>
</tr>
<tr>
<td>Class of 2019</td>
<td>Michelle Martel/Nicole Ponti</td>
<td>Wednesday</td>
<td>7:00</td>
<td>Rm V200</td>
</tr>
<tr>
<td>Class of 2020</td>
<td>TBA</td>
<td>Wednesday</td>
<td>7:00</td>
<td>TBA</td>
</tr>
<tr>
<td>Colorguard/Winterguard</td>
<td>Marty Claussen/Ms. Culot</td>
<td>Tues and Friday</td>
<td>6:00-9:00</td>
<td>Band Room</td>
</tr>
<tr>
<td>Dungeons and Dragons</td>
<td>Bernie Campbell</td>
<td>Thursday</td>
<td>2:15</td>
<td>Portal 3</td>
</tr>
<tr>
<td>FBLA</td>
<td>Claire Brady</td>
<td>Wednesday</td>
<td>2:15</td>
<td>V201</td>
</tr>
<tr>
<td>Film Club</td>
<td>Salem District Media Staff</td>
<td>Wednesday</td>
<td>2:15</td>
<td>TV Studio</td>
</tr>
<tr>
<td>French Club</td>
<td>Darlene Ronchetti</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
</tr>
<tr>
<td>German Club</td>
<td>Karen Cox</td>
<td>2nd &amp; 4th Thursday</td>
<td>2:15</td>
<td></td>
</tr>
<tr>
<td>Homework Club</td>
<td>Greta Gauthier</td>
<td>Monday-Thursday</td>
<td>3:00-4:00</td>
<td>Off-site</td>
</tr>
<tr>
<td>HOSA</td>
<td>Marybeth Cook/Janine Parent</td>
<td>1st Tuesday</td>
<td>2:15</td>
<td>Rm V214</td>
</tr>
<tr>
<td>JROTC Drill Team</td>
<td>Chief Puzzo</td>
<td>Mon - Fri</td>
<td>6:30AM</td>
<td>Davis Gym</td>
</tr>
<tr>
<td>JROTC Kitty Hawk Air Society</td>
<td>Chief Puzzo</td>
<td>4th/3rd Wed</td>
<td>2:15</td>
<td>Rm 207</td>
</tr>
<tr>
<td>Key Club</td>
<td>Jen Monterrosa</td>
<td>Monday</td>
<td>7:00</td>
<td>TV Studio</td>
</tr>
<tr>
<td>Kindness Matters</td>
<td>Shawn Brown</td>
<td>Tuesday/Thursday</td>
<td>7:00 AM/2:20</td>
<td>Rm 230</td>
</tr>
<tr>
<td>Kingdom Impact Players K.I.P.</td>
<td>Heith Vierow</td>
<td>Wednesday</td>
<td>2:10</td>
<td>Rm 245</td>
</tr>
<tr>
<td>Marching Band</td>
<td>Marty Claussen</td>
<td>Tuesday/Wednesday (fall)</td>
<td>5:00-8:00</td>
<td>Grant Field</td>
</tr>
<tr>
<td>Math Team</td>
<td>Tasneem Mohammed/Danielle MacDonald</td>
<td>Wednesday</td>
<td>2:30</td>
<td>Rm 253</td>
</tr>
<tr>
<td>Muslim Student Association</td>
<td>Tasneem Mohammed</td>
<td>Friday</td>
<td>2:15</td>
<td>Rm 253</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Aurora Merry</td>
<td>2nd Thursday of each month</td>
<td>7:00 AM/2:15</td>
<td>Rm 126</td>
</tr>
<tr>
<td>National Tech. Honor Society</td>
<td>Terry Berube</td>
<td>January Induction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer Tutoring</td>
<td>Greta Gauthier</td>
<td>Tues. &amp; Thurs./per request</td>
<td>2:20</td>
<td>Counseling Office</td>
</tr>
<tr>
<td>Robotics</td>
<td>John Seeman</td>
<td>1st Sem - Tuesday</td>
<td>2:20</td>
<td>V203</td>
</tr>
<tr>
<td></td>
<td>TBA</td>
<td>2nd Sem - M, W, Thurs</td>
<td>2:20</td>
<td>V203</td>
</tr>
<tr>
<td>Quiz Bowl</td>
<td>Bernie Campbell</td>
<td>Tuesday</td>
<td>2:20</td>
<td>Portal 3</td>
</tr>
<tr>
<td>Student Advisory Leadership Team</td>
<td>Scott Insinga/Nicole Burke/Jeff Dennis</td>
<td>TBA</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Science Club</td>
<td>Laura Lambert</td>
<td>1st/3rd Wed</td>
<td>2:15</td>
<td>Rm 132</td>
</tr>
<tr>
<td>Ski &amp; Ride Club</td>
<td>Mike Jolicoeur</td>
<td>Sign up late October</td>
<td>TBA</td>
<td>Rm 223</td>
</tr>
<tr>
<td>Skills USA</td>
<td>Terry Berube</td>
<td>Wednesday/Friday</td>
<td>7:15 AM/2:15</td>
<td>CTE Conf Rm</td>
</tr>
<tr>
<td>Student Council</td>
<td>Mike Courtois</td>
<td>Tuesday</td>
<td>6:50</td>
<td>TV Studio</td>
</tr>
<tr>
<td>Video Yearbook</td>
<td>Chris Hazel</td>
<td>Daily in Class</td>
<td></td>
<td>Rm 113</td>
</tr>
<tr>
<td>Video Game Club</td>
<td>Dave Beaudoin/Karen Vandermass</td>
<td>Every other Friday</td>
<td>2:15-3:30</td>
<td>Rm V203</td>
</tr>
<tr>
<td>Winter Percussion</td>
<td>Marty Claussen</td>
<td>Tuesday/Thursday (Nov.-Apr.)</td>
<td>6:00-9:00</td>
<td>Band Room/Café</td>
</tr>
</tbody>
</table>
### INDEX

<table>
<thead>
<tr>
<th>Academic Policies and Procedures</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Statement</td>
<td>6</td>
</tr>
<tr>
<td>Activities and Advisors</td>
<td>48</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>5</td>
</tr>
<tr>
<td>Athletic/Extra-Curricular Eligibility</td>
<td>40</td>
</tr>
<tr>
<td>Athletic Liability Meeting</td>
<td>41</td>
</tr>
<tr>
<td>Athletic Programs</td>
<td>41</td>
</tr>
<tr>
<td>Athletic Student Responsibilities</td>
<td>39</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>25</td>
</tr>
<tr>
<td>Announcements</td>
<td>10</td>
</tr>
<tr>
<td>Bell Schedule</td>
<td>8</td>
</tr>
<tr>
<td>Bullying/Harassment</td>
<td>35</td>
</tr>
<tr>
<td>Bus Conduct</td>
<td>28</td>
</tr>
<tr>
<td>Calendar</td>
<td>4</td>
</tr>
<tr>
<td>Class Dues</td>
<td>19</td>
</tr>
<tr>
<td>Class Rank</td>
<td>15</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>29</td>
</tr>
<tr>
<td>College Visitation Policy</td>
<td>15, 26</td>
</tr>
<tr>
<td>Core Values &amp; Beliefs &amp; Learning Expect</td>
<td>6</td>
</tr>
<tr>
<td>Counseling Department</td>
<td>13</td>
</tr>
<tr>
<td>Curriculum Statement</td>
<td>15</td>
</tr>
<tr>
<td>Dance Rules, Dress and Proms</td>
<td>22</td>
</tr>
<tr>
<td>Delayed Opening Schedule</td>
<td>9</td>
</tr>
<tr>
<td>Detention</td>
<td>30</td>
</tr>
<tr>
<td>Dismissal</td>
<td>11, 26</td>
</tr>
<tr>
<td>Dress Code</td>
<td>20</td>
</tr>
<tr>
<td>Drug/Alcohol</td>
<td>13</td>
</tr>
<tr>
<td>Early Dismissal/Late Arrival</td>
<td>26</td>
</tr>
<tr>
<td>Early Completion 3 1/2 Year</td>
<td>15</td>
</tr>
<tr>
<td>Early Release Schedule</td>
<td>9</td>
</tr>
<tr>
<td>Educational Laws</td>
<td>37</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>11</td>
</tr>
<tr>
<td>Eligibility Rules and Regulations</td>
<td>40</td>
</tr>
<tr>
<td>Examinations</td>
<td>15</td>
</tr>
<tr>
<td>General Information</td>
<td>11</td>
</tr>
<tr>
<td>Grades and Class Rank</td>
<td>15</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Homework Policy</td>
<td>16</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>16</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>23</td>
</tr>
<tr>
<td>Infractions and Consequences</td>
<td>30</td>
</tr>
<tr>
<td>Insurance</td>
<td>22, 40</td>
</tr>
<tr>
<td>Library Services and Hours</td>
<td>20</td>
</tr>
<tr>
<td>Lockers</td>
<td>22</td>
</tr>
<tr>
<td>Make-up Policy</td>
<td>17</td>
</tr>
<tr>
<td>Medication</td>
<td>12</td>
</tr>
<tr>
<td>No School Announcements</td>
<td>10</td>
</tr>
<tr>
<td>Nurse</td>
<td>12</td>
</tr>
<tr>
<td>Obligations</td>
<td>23</td>
</tr>
<tr>
<td>Parking Rules and Regulations</td>
<td>27</td>
</tr>
<tr>
<td>Passes</td>
<td>22</td>
</tr>
<tr>
<td>Peer Tutoring</td>
<td>50</td>
</tr>
<tr>
<td>Posters</td>
<td>12</td>
</tr>
<tr>
<td>Promotion Credits</td>
<td>17</td>
</tr>
<tr>
<td>Re-Do Policy</td>
<td>17</td>
</tr>
<tr>
<td>Report Cards</td>
<td>17</td>
</tr>
<tr>
<td>Resource Officer</td>
<td>29</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>18</td>
</tr>
<tr>
<td>Senior Yearbook Portrait</td>
<td>23</td>
</tr>
<tr>
<td>Smoking</td>
<td>24</td>
</tr>
<tr>
<td>SSD Mobile App</td>
<td>12</td>
</tr>
<tr>
<td>Student Information</td>
<td>19</td>
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<td>Student Responsibilities</td>
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<td>Truancy</td>
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<td>Vacation Policy</td>
<td>26</td>
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<td>Valedictorian</td>
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<td>Visitors</td>
<td>24</td>
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<td>Working Papers</td>
<td>24</td>
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<td>Writing Sample</td>
<td>7</td>
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