



2023-2024

**Student
Handbook**

“Classroom Review Edition”

Daily Routines & Procedures

Day 1

School Hours and Tone Schedule

- Building opens 7:50
- Students allowed upstairs 8:15
- 1st: 8:35 - 9:30
- 2nd: 9:35 - 10:25
- 3rd: 10:30 - 11:20
- Lunch 1: 11:20-11:50
- 4a: 11:25 - 12:15
- 4b: 11:55 - 12:45
- Lunch 2:
12:15 - 12:45
- 5a: 12:20 - 1:10
- 5b: 12:50 - 1:40
- Lunch 3: 1:10 - 1:40
- 6th: 1:45 - 2:35
- 7th: 2:40 - 3:30
- Building closes 4:00

A tone sounds to end class. Think of that as a “Green Light” telling you it’s time to GO to your next location.

The same tone sounds to start class. Think of that as a “Red Light” telling you it’s time to STOP and that you are tardy if you’re not where you’re supposed to be.

A different tone will sound when students are 1 minute away from being tardy. Think of this as a “Yellow Light” warning you the “Red Light” is getting close.

(No students in the building after 4:00 except for supervised activities)



The building opens for students at 7:50.

All students stay downstairs until tone sounds at 8:15.

If students need to visit a teacher's room for a specific reason prior to 8:15, the student may ask permission from a teacher or school administrator who is on Morning Supervision Duty.

Teachers and students should use eHall Pass Appointment Passes before school to make and communicate appointments.

Morning Drop Off

- If you use the the main gates on Spartan Drive you will turn right through the gates and then enter the drop off lane in front of the school. Whenever your car is forced to stop by traffic, let your child out. Do not wait to get in front of the doors to drop off if your car comes to a stop sooner.
- If you use the the back gate on Goodwin Ave you will drop your child off on the playground side of the building. Be careful: buses are also dropping off students.

Afternoon Pick Up

- Students who meet their ride in the Spartan Field parking lot after school should be very careful since there is usually a lot of traffic there right after school.
- Rides can pick up students directly in front of the school if they wait until approximately 3:45.

Disciplinary Consequences

KEY POINTS: DISCIPLINARY CONSEQUENCES

- SHS wants a safe orderly learning environment for all students, which means everyone needs to know and follow all rules.
- Students must comply with directions from all staff members.
- Non-compliance will always lead to a consequence.
- Not doing work in class is an example of non-compliance.
- Teachers have the authority to handle minor disciplinary situations, including assigning detention before school, after school, and/or during lunch.
- Teachers call home regularly to let parents know about classroom situations.
- If a student does not serve a teacher-assigned detention the student will be assigned to Saturday detention from 8:00-1:00.
- The main consequences assigned by school administrators include In-School Detention (ISD), Saturday In-School Detention, (SISD), and Out of School Suspension (OSS).

Classroom Expectations

KEY POINTS: CLASSROOM EXPECTATIONS

- Being late to class without a note or an eHall Pass is not allowed and will result in disciplinary action.
- If you are not in first period when the bell rings, your teacher is required to send you to the Attendance Office to check in.
- Leaving class is the exception, not the norm. This includes study halls.
- Students must use eHall Pass when they leave a classroom.
- Electronic devices - cell phones, earbuds, Chromebooks - should be put away and not used during class.
- Students may not wear hoods, sunglasses, or items that cover their faces - other than for medical reasons - in class.
- Cursing, profanity, vulgarity, slurs, and demeaning language are not appropriate and will result in disciplinary action.
- Cheating, plagiarism, and a lack of academic integrity are not accepted and will result in disciplinary action.

eHall Pass Expectations

KEY POINTS: EHALL PASS EXPECTATIONS

- Students must use eHall Pass any time they leave class or go somewhere other than where they are scheduled to be.
- Other than emergency situations, to visit the nurse or a counselor students fill out an eHall Pass Request Nurse or Request Counselor and then wait until the nurse or counselor approves the pass. Classroom teachers do not approve non-emergency passes to the nurse or a counselor.
- Teachers and students should use eHall Pass Appointment Passes before school to make and communicate appointments prior to 8:15
- Teachers will create eHall Passes if they need to get a student from another class, study hall, or lunch.

Bathroom Expectations

KEY POINTS: BATHROOM EXPECTATIONS

- It is everyone's responsibility to keep student bathrooms clean and in good condition so all students can be comfortable. If you see something, say something.
- Students may not loiter or hang out in groups in the bathrooms.
- There may never be more than 1 person in a bathroom stall.
- There may never be more than 1 person in a single-use bathroom.
- In general, students should use the restroom between classes.
- Students will not be released to the bathroom without an approved eHall Pass.
- When students are released from class to use the bathroom they may only use the bathrooms associated with that classroom. (see next slide)

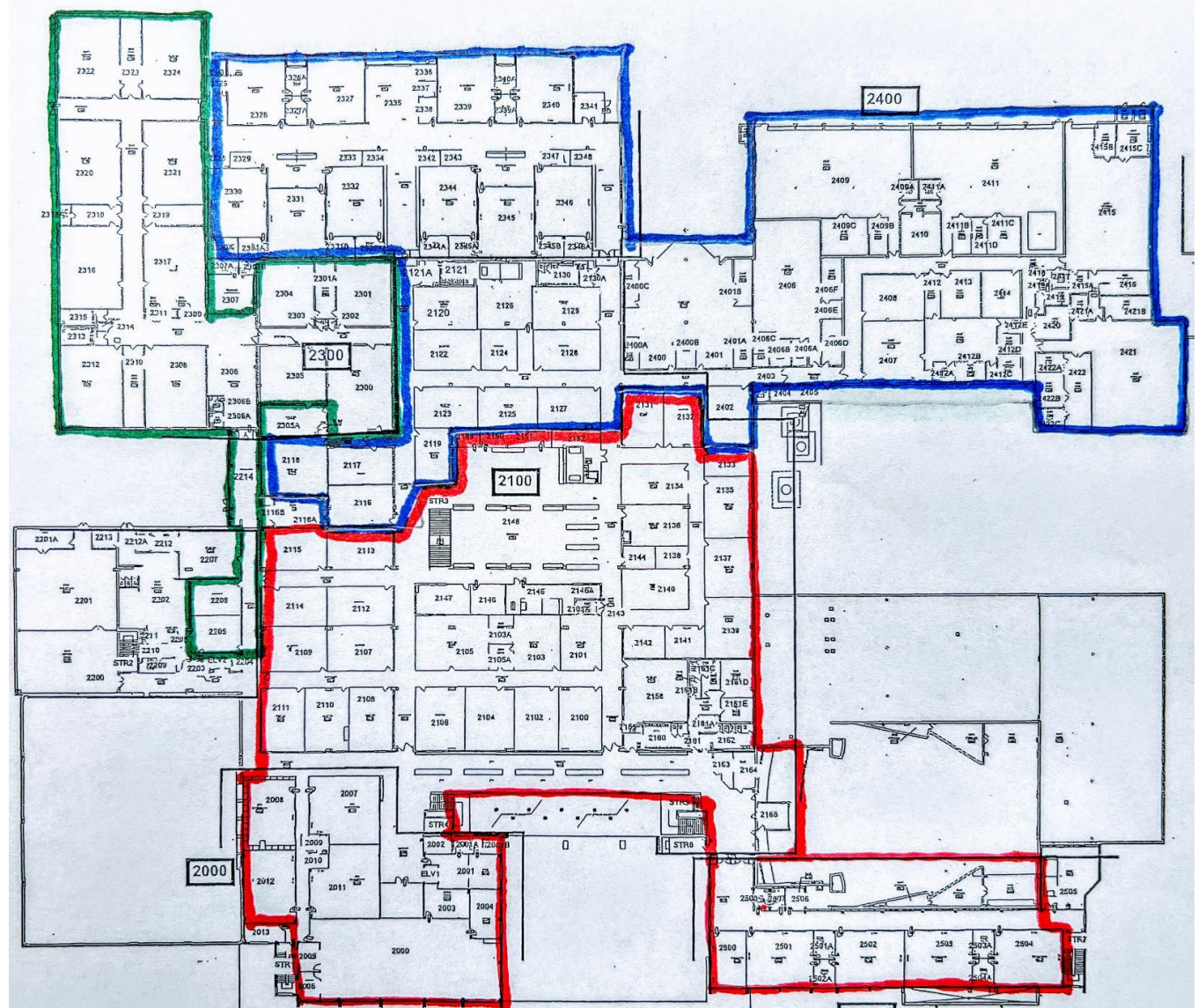
Bathroom and Classroom Association

In general, students should use the restroom between classes.

RR Up Multi Sci Boys
RR Up Multi Sci Girls
RR Up Single Sci (2)

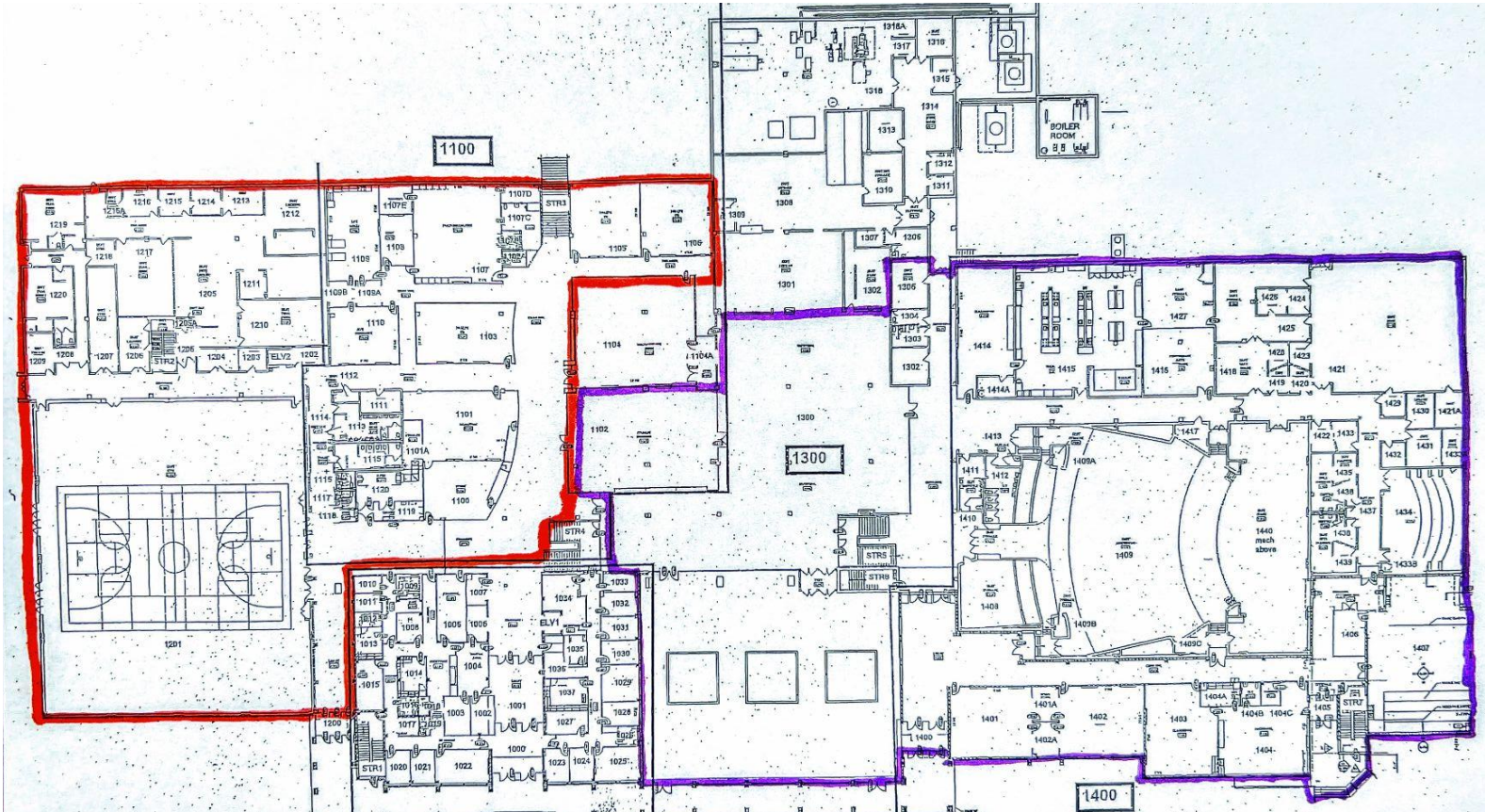
RR Up Multi Back Boys
RR Up Multi Back Girls
RR Up Single Back (3)

RR Up Multi Front Boys
RR Up Multi Front Girls
RR Up Single Front (2)



Bathroom and Classroom Association

In general, students should use the restroom between classes.



RR Gym Boys
RR Gym Girls
RR Gym Single (2)

RR Down Multi Aud Boys
RR Down Multi Aud Girls
RR Up Single Front (2)

**Cafeteria
Expectations
and Food at
School**

KEY POINTS: CAFETERIA AND FOOD AT SCHOOL

- Getting breakfast is not a valid reason to be late to 1st period.
- Students must stay in the designated cafeteria areas during lunch.
- Unless otherwise noted in a student's health plan, the norm is for teachers to not allow students to have food or drinks, other than water, in class.
- SHS teachers will not release students from class or study hall to go to the cafeteria.
- Students may not order food and have it delivered to school.
- Only someone on the student's Emergency Card may bring the student food during the school day.

**Other
Student
Conduct
Issues**

KEY POINTS: OTHER STUDENT CONDUCT

- Possession, use of, or being under the influence of drugs or alcohol always results in suspension, usually for 10 days.
- Possession of weapons always results in suspension, usually for 10 days.
- Vaping or being in possession of a vape always results in suspension.
- Students may not wear clothing with language or images that are vulgar, discriminatory, obscene, offensive, or threatening, including gang symbols, profanity, pornography, swastikas, or any Confederate flag, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco/vape products, or drug paraphernalia.
- Wearing unduly revealing clothing is unacceptable. As guidance for students and parents, clothing should cover the body from a horizontal line on the chest from one armpit across to the other armpit, down to approximately the length of 3-4 inch inseam. Tops must have shoulder straps. Rips, tears, or holes in clothing should be below the recommended length.

Teaching & Learning

KEY POINTS: TEACHING AND LEARNING

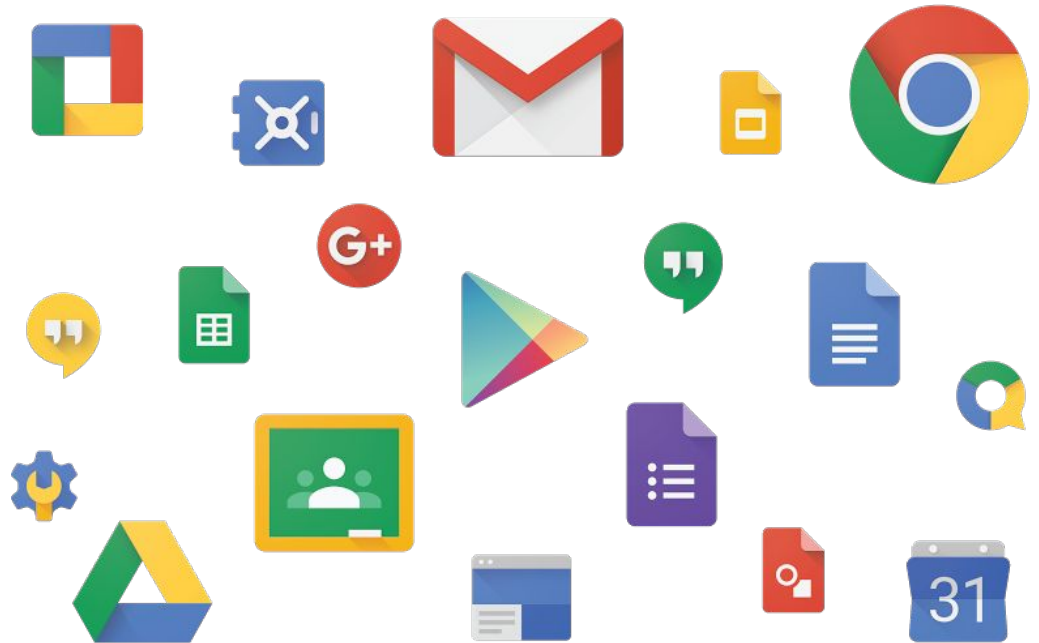
- Focus on learning content and skills and your grade will follow.
- Graded assignments will be posted in PowerSchool within 5 days.
- Learning categories in PowerSchool help students focus on learning content and skills.
- Don't ask teachers for ways to raise your grade. Ask them to help you improve in your areas of weakness. This will lead to an increase in learning and, eventually, a grade reflective of that learning.
- Work should be turned in when it is due. Depending on the assignment, teachers may or may not be interested in accepting late work. Students should keep working to demonstrate mastery and know that by the time the year ends, the final grade will reflect their learning. However, not turning in work will almost always cause a student's grade to be lower for at least a period of time.

Apps You Might Need this Year on Your Phone

WiFi is turned on during first period today so that you won't have to use your data to download the following apps to your phones. Go ahead and download them now:

Student WiFi: Password = studentwifi

- Gmail
- Google Calendar
- Google Classroom
- Google Docs
- Google Sheets
- Google Slides
- Google Tasks
- Google Keep
- Google Drive



Day 2

Attendance

Attendance

We want you to be successful. The first step to success is being here.

- **After an absence**

- Turn in a note to the Attendance office to Document the absence
- Note must be signed by parent & must give reason
- You have two days to bring a note or the absence remains Undocumented
- Official notes from a doctor, dentist, etc will suffice

- **Make up work**

- Students are guaranteed 2 days per day of absence to turn in make up work, but teachers may grant extensions as they deem appropriate.

Attendance

We want you to be successful. The first step to success is being here.

- **Early Dismissal Procedure**

- Bring a note to the Attendance Office prior to 1st period
(The Attendance Office opens at 7:50 am)
 - Your note should include:
 - Time/date to check out, Parent signature/phone number

- **Denial of Credit**

- Students are allowed to miss:
 - 9 days per semester class or 19 days per year long class
 - **For Denial of Credit, it doesn't matter if absence is Documented or Undocumented**
- Keep Ms. Nelson and our Attendance Office informed of extenuating circumstances so that we can work with you to hopefully avoid a denial of credit.

Attendance

We want you to be successful. The first step to success is being here.

- **Tardy to School (this includes being late to first period)**
 - Bring a note from home to document your tardy to school. This lets us know your family is aware you were late.
 - The 2nd Undocumented Tardy TO SCHOOL results in Before or After School Detention being assigned by the Attendance Office
 - The 3rd tardy TO SCHOOL (and subsequent tardies) results in In School Detention (or additional consequences) being assigned by the Attendance Office

Attendance

We want you to be successful. The first step to success is being here.

- **Leaving School Grounds** (even before school starts)
 - Must have parent and administrative permission
- **Going to the Parking Lot**
 - The expectation is that students will not go to the Parking Lot during the school day.
 - Must have permission from the Attendance Secretary to go out to your car or the parking lot
 - In the rare cases when permission is granted, the student will sign out when going to the parking lot and sign back in when returning
- **Emergency Release/Sick**
 - Report to nurse
 - Nurse will call parents
 - Sign out after getting parent's permission

School Safety

School Safety

Your safety matters more than anything. If you see something, say something.

- **First Rule of School Safety**

- If you see something, say something.
- If something doesn't look right, if something makes you uncomfortable, or if something seems unsafe, please inform a faculty member.
- Faculty members will make sure to share student concerns with Main Office staff.

- **Threat Assessment**

- The school division has a process called Threat Assessment to evaluate potential dangers before they become a problem.
- Student input and concerns often help the school determine if that process is needed.

School Safety

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● Fire Drills

- We have 1 per week during the first month of school and 1 per month for the rest of the year
- Teachers will review the classroom escape/exit route
- Teachers will take **a hard copy of the class role** each time and will take attendance once the class is outside
- All individuals will exit the building in orderly fashion
- Each class will assemble outside in its designated area
 - Students will quietly assemble in a single file line
 - Students will quietly stay with their class
 - Classes remain this way for the duration of the drill
- After taking attendance, the teacher will report attendance to an administrator.

School Safety

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- Blue lights have been installed around the building. If these lights are lit, a crisis situation exists in the school.
 - If you are outside the school, remain outside
 - If you are inside, seek cover in the nearest classroom
- **Hold** is followed by “**In your Room or Area. Clear the Halls**” and is the protocol used when the hallways need to be kept clear of people.
- **Secure** is followed by “**Get Inside, Lock Outside Doors**” and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by “**Locks, Lights, Out of Sight**” and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** may be followed by a location, and is the protocol used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by the hazard and a safety strategy and is the protocol for natural disasters,



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

School Safety

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- **Surveillance Cameras**

- Cameras are in use to provide surveillance of public areas throughout the building, as well as parking lots.
- The goal of having these cameras is to help our students and faculty feel safe.
- The cameras are not being constantly monitored. Instead, they are constantly recording activity which allows school officials to capture and review video images at a later date as the need arises.

School Safety

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- **Exterior Doors**

- Never let anyone into the building through an exterior door. Anyone entering the building during the school day must do so through the Main Entrance.
- Never prop an exterior door open for any reason.
- Students returning from the Fieldhouse during the day must enter through the Main Entrance doors.

Additional Items

Bus Pass

Students and parents wanting to change their assigned bus on a specific day must comply with the procedure listed below:

- Pick up a School Bus Pass from the Main Office or download one from the Parent Resources section of the SHS Website.
- Fill in the Bus Pass completely including a signature from the Parent/Guardian
- Present the Bus Pass to an administrator for signature
- Present the Bus Pass to the bus driver

Lockers

- Lockers may be rented for \$10.
- Combinations will be in PowerSchool on the first Thursday of the school year after we see who has paid to rent a locker.
- Do not share your locker combination with other students.
- Lockers are property of the school and may be searched if school officials have Reasonable Suspicion.

Elevators and Elevator Keys

- **Students are not allowed to use school elevators without administrative permission.**
- If you need an elevator key due to injury or a health condition, please see the Main Office secretary.
- Please provide a doctor's note or a parent note that includes the anticipated length of time you will need to use the key.
- Lost keys will result in a \$25 replacement fee.
- You may not allow others to ride the elevator with you other than a person who might assist in carrying your belongings.

Medications

The consequences for possessing or inappropriately using medication during school are often similar to the consequences for possessing or using alcohol or drugs.

Best Practice: ASK THE NURSE INSTEAD OF GETTING IN TROUBLE!

Prescription Medications

- See the nurse first to get proper permission and medication form
- Medication will be kept in the original container in the office
- Inhalers may be kept on your person providing above is complete

Over the Counter Medications

- See the nurse first to get proper permission
- A one day dose may be kept but sharing is not allowed

If you require medication, the nurse needs a medical plan on file.

Automobiles & Parking Pass

- Parking at SHS is a privilege. Parking Passes are \$40, and the proceeds are spent directly on students. Parking without a pass will result in disciplinary consequences. Parking lots are checked for passes daily.
- Parking passes will be suspended for violating rules related to parking, safe driving, and school transportation. For example:
 - Speeding or unsafe drive on school property or Spartan Dr.
 - Excessive tardies to school
 - Leaving school grounds without permission
 - Driving to the field house during the day
 - Intentionally parking in the wrong area
- Cars are subject to search if Reasonable Suspicion exists.
- Salem Parks & Rec does not allow students to park at Spartan Field during the school day.

Chromebooks

- Chromebooks can only be logged into by someone with a “Salem” school account.
- Chromebook use is filtered at all times - even off campus.
- All usage of Chromebooks is tracked by IT staff including the student's username, time of use, and location of use. This deters theft, as the unauthorized user’s username will be revealed.
- Report lost or stolen Chromebooks immediately to school administration.
- Students will be required to pay to replace and/or repair lost, damaged, or stolen Chromebooks.
- Off-campus theft should be reported to police so a police report can be filed and provided to the school administration.

Chromebooks

- Abide by Acceptable Use Policies and Internet Safety guidelines.
- Access to WiFi on personal devices is limited and typically is only available in the cafeteria. If you bring a personal device, be prepared to use your data plan.
- By signing the Chromebook invoice the parent and student agree to comply with the standards set forth in the division's Acceptable Use Policy and the Standards of Student Conduct. This agreement applies when using all electronic devices and whether using the division's network access or a personal data plan.
- **Violation of the school division's Acceptable Use Policy will result in disciplinary action.**