



2026-2027

Student Handbook

“Classroom Review Edition”

Daily Routines & Procedures

School Hours and Tone Schedule

- Building opens 8:00
- Students allowed upstairs 8:25
- 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 8:00.

All students stay downstairs until tone sounds at 8:25.

If students need to visit a teacher's room for a specific reason prior to 8:25, the student must have prior approval and an e-hall pass.

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. Please begin drop off at the sign. 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).

Cell Phone/Electronic Devices

Cell Phone/Electronic Devices

- As a rule, cell phones/smart watches/smart glasses are not allowed at school.
- The expectation is that all phones/smart watches/smart glasses are kept in lockers, cars or at home.
- When phones are taken, a parent or guardian must come and pick them up.
- YOU (the student) are in complete control of this. If you don't want your adult to have to come get your phone, follow the rules listed above.

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 8:25.
- Teachers will create eHall Passes if they need to get a student from another class, study hall, or lunch.
- Students will have (2) ehall passes each day.

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.)

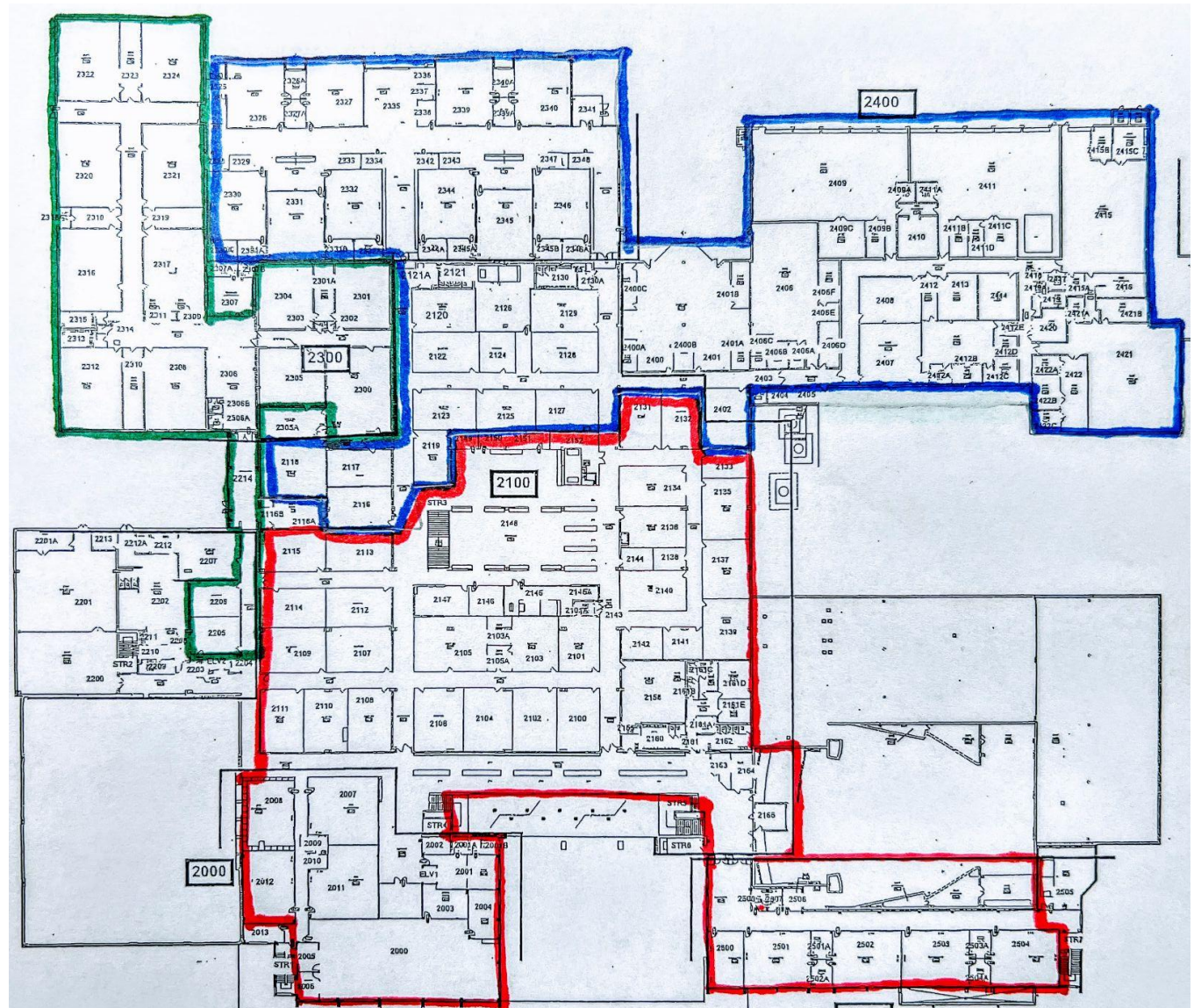
Bathroom and Classroom Association

In general, students should use the restroom between classes.

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

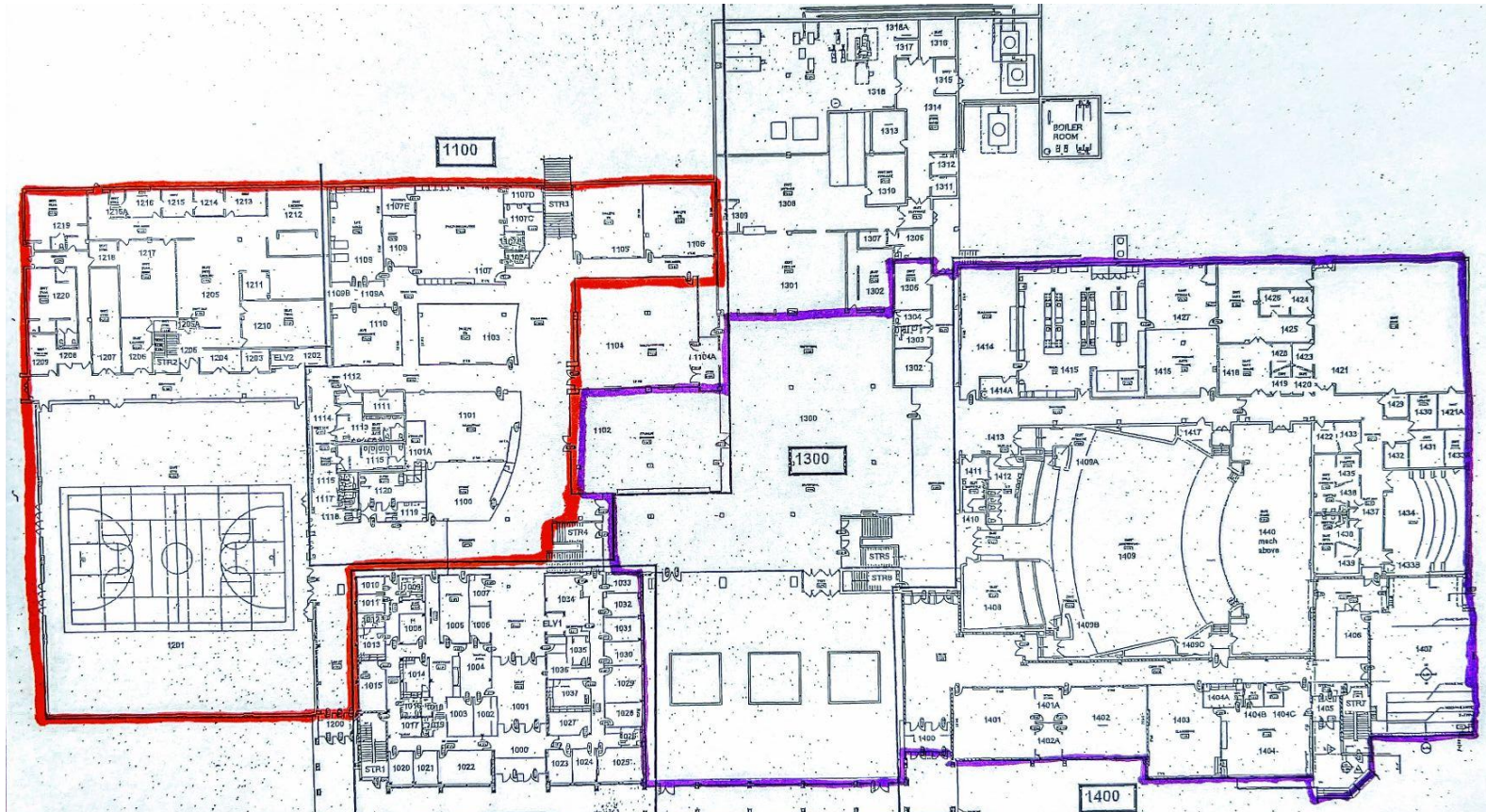
RR Up Multi Back Boys
RR Up Multi Back Girls
RR Up Single Back (3)

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. Students may NOT go to cafeteria during any other time other than their own assigned lunch period.
- 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, up to 10 days.
- Possession of weapons always results in suspension, usually for 10 days.
- Vaping or being in possession of a vape may result 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. **No Pajamas, Slippers or Blankets during the school day.**

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.

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 8:00 am.)
 - Your note should include:
 - Time/date to check out, Parent signature/phone number

- **Denial of Credit**

- Students are allowed to miss:
 - 8 days per semester class or 16 days per year long class
 - **For Denial of Credit, it does not matter if absence is Documented or Undocumented**
- Keep Mr. Garst 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.

2 unexcused tardies - Lunch detention

3 unexcused tardies - 30 minutes before or after school detention

4 unexcused tardies - 3 lunch detentions

5 unexcused tardies - Loss of privileges (driving, athletics, dances, etc)

6+ unexcused tardies - Saturday School

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 and a supervising adult to go out to your car or the parking lot.
- **Emergency Release/Sick**
 - Report to nurse
 - Nurse will call parents
 - Sign out after getting parent's permission

Academic Integrity

ACCEPTABLE AI USE ASSIGNMENT GUIDE

AI-INTEGRATION LEVELS

Acceptable AI Use • Your teacher will tell you which level applies to each assignment.

LEVEL	✓ ALLOWED	✗ NOT ALLOWED	EXAMPLE
0 By Hand <i>No Technology</i>	Paper & pencil only.	No computers, calculators, or AI — anything digital.	Handwritten essays, quizzes without a calculator, memory sketches.
1 Computer Support <i>No AI</i>	Computers, word processors, calculators, regular search (no AI mode).	Any AI tool — writing assistants, AI search summaries, chatbots.	Typed research papers, spreadsheets, slideshows built from your own writing.
2 Mechanics Support <i>No Generative AI</i>	Spell-check & basic grammar tools only.	Generative AI of any kind — no AI rewrites, restructuring, or suggestions.	Lab reports, literary analysis essays, personal reflections.
3 Idea Generation <i>No AI-Written Content</i>	AI to brainstorm a list of ideas or ask clarifying questions. Document: List the prompts you used & reflect on how (or if) they shaped your choices.	Any AI-generated text appearing in your final product.	Using AI to list possible topics, then writing your piece entirely yourself.
4 Critical AI Use <i>No Copy & Paste</i>	AI-generated content as raw material you critically evaluate & substantially revise. Document: Record prompts, AI output, and all edits. Explain your changes & any AI errors found.	Submitting AI output with only minimal changes.	Editing an AI draft for errors/bias; rewriting AI code with your own annotations.
5 Full AI Integration <i>No Trust</i>	AI across multiple stages — research, drafting, revision, design. Document: Document AI use at every stage. Analyze decisions & evaluate AI's contributions.	Blind trust: you are responsible for the accuracy & integrity of the final product.	A multi-stage project using AI at each phase, with a written process log.

Levels 3–5 require documentation of your AI use and a short reflection. Ask your teacher for the log template.

Click here to access [table](#)

KEY POINTS: ACADEMIC INTEGRITY

- ❑ ACADEMIC INTEGRITY, at its core, is a commitment to doing your work honestly. It means submitting your own thinking, producing your own writing, and putting forth your own effort, especially when the task is difficult.
- ❑ THIS MATTERS because the courses you take are designed to prepare you for the work you're asked to do after high school. This includes college-level coursework and employment-related tasks.
- ❑ CONSEQUENCES scale by violation type, intent, and history. Honest mistakes get a chance to learn and redo; intentional violations mean zero credit, notification, and escalation.

KEY POINTS: ACCEPTABLE AI USE

- ❑ Different activities can allow for different levels of AI use. These variation in acceptable use require you to learn, practice, and implement different skills. Approach the work the way you're asked to do so.
- ❑ Your teacher will determine what the appropriate level of technology and AI use for each activity. Different courses will have different expectations and allowances. This is expected because it's sensible to align AI use with each course's learning objectives.

KEY POINTS: CONSEQUENCE FOR VIOLATIONS

- ❑ Your teacher will assess and determine instances of academic integrity violations. These could include plagiarism, AI misuse, inappropriate collaboration, cheating, etc.
- ❑ Consequences will vary depending on the type of violation, perceived intent, and frequency of violations. Frequent violations will result in disciplinary action, even if the violations are seemingly “unintentional.”
- ❑ Disciplinary actions include, but are not limited to: requirement to redo the assignment, zero on the assignment, parent/guardian notification, administrative referral, and removal from honor societies.

CONSEQUENCES - ACADEMIC INTEGRITY VIOLATIONS

Part 1 · Violation Types & Consequences by Intent

Violation Type	Unaware/First Exposure The student made an honest mistake, misunderstood expectations, or had not been taught the relevant standard. There is no apparent intent to deceive.	Clearly Intentional The student knew the rule and chose to violate it, or took deliberate steps to conceal or misrepresent their work.
Type A AI Misuse Using AI beyond the assigned level	Consequence - Teacher-student conference to review AI use levels - Opportunity to redo the assignment within one week - Redone work graded with a maximum of full credit	Consequence - Zero on the assignment; no redo opportunity - Parent/guardian notification - Referral to an administrator in SimpleDiscipline - Violation recorded by the administrator
Type B Plagiarism Submitting another's work as one's own	Consequence - Teacher-student conference; review of citation and attribution standards - Opportunity to redo with proper attribution, within one week - Redone work graded with a maximum of 80%	Consequence - Zero on the assignment; no redo opportunity - Parent/guardian notification - Referral to an administrator in SimpleDiscipline - Violation recorded by the administrator
Type C Unauthorized Collaboration Working with others beyond what was permitted	Consequence - Teacher-student conference to clarify collaboration expectations - Opportunity to redo independently within one week - Redone work graded with a maximum of full credit	Consequence - Zero on the assignment for all parties involved - Parent/guardian notification - Teacher-student conference; violation recorded in SimpleDiscipline
Type D Cheating on Assessments	Consequence Assessment stopped; student receives a zero for that attempt	Consequence - Zero on the assessment; no make-up - Parent/guardian notification

CONSEQUENCES - ACADEMIC INTEGRITY VIOLATIONS

Part 2 · Cumulative Violations - Escalation Track

Each recorded violation advances the student along this track, regardless of violation type. The base consequence from Part 1 still applies at every step.

1st recorded violation

Notice & Education

Consequences per the matrix above.
Violation logged.
Student completes a brief written reflection on academic integrity (1 paragraph).

2nd recorded violation

Formal Conference

Consequences per the matrix above, plus a mandatory parent/guardian conference with the teacher and administrator/counselor. Academic integrity contract signed.

3rd recorded violation

Administrative Review

The administrator convenes a formal review. May impact course credit, result in removal from honor societies, or necessitate an academic integrity support plan.

4th violation or beyond

Disciplinary Action

Referred to the administrator for disciplinary action. Outcomes may include suspension, loss of course credit, or conditions on involvement in extracurriculars.

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

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

● Fire & Lockdown Drills

- We will have 1 fire drill 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.
- Lockdown drills will occur at least once during the first 20 days of each semester and an additional drill after the first 60 days. Parents will receive a notice at least 24 hours before each lockdown drill.

School Safety

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

- **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

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

- **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 will be assigned to each student.
 - Freshman are assigned full size lockers.
 - Sophomore, Juniors, and Seniors will be assigned lockers near their 1st period classes.
- Combinations will be loaded in PowerSchool.
- 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.
- Cell phones, Smartwatches, and headphones should be stored in lockers from 8:30-3:30.
- Replacement locks will be the responsibility of each student at the cost of \$25. See Mr. Underwood.
- Lockers are not to be decorated with anything (stickers, magnets, etc.)

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.
- Personal devices are not allowed at SHS for any purpose.
- Student-Wifi is not available at any time throughout the school day.
- By signing the Student Conduct agreement, 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.**