

# PLEASE SIGN AND RETURN

PARENT:

Please complete and return this page, acknowledging that you have read the Parent/Student Handbook and Acceptable Use and Safety Policy which is available on the school webpage at <http://www.salemquakers.org>. If there is anything not presently included in the handbook that you feel would be helpful, please let us know.

**I have read the Parent/Student Handbook.**

**I have read the Acceptable Use and Safety Policy Agreement.**

Comments:

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\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

8/7/2017

# SALEM CITY SCHOOLS BUCKEYE ELEMENTARY SCHOOL Handbook



## Superintendent

Dr. Joseph Shivers

## Treasurer

Mr. Michael Douglas

## Board of Education Members

Mr. Steve Bailey – President  
Mrs. LuAnn Haddad – Vice President  
Mr. Howard Rohleder  
Mr. Ted Bricker  
Mr. Doug Moffett

# 2017 - 2018



## Salem City Schools

Buckeye Elementary  
Buckeye Avenue  
330-332-8917

Reilly Elementary  
491 Reilly Avenue  
330-332-8921

Southeast Elementary 1200  
2200 Merle Road  
330-332-8925

Dear Parents/Guardians,

Welcome to the 2017 - 2018 school year! The staff and I are pleased to have your child as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent handbook annually to explain students' rights, responsibilities and consequences for behavior.

We believe the key to every child's success is a strong partnership between school and home. This handbook is your reference for programs, procedures and policies of the school and district. Please read through this handbook and discuss it with your child so that both of you know what to expect from school and what is expected of you. Teachers will also review this handbook with students in the classroom.

We encourage you to be an active part of your child's education. Our children are our most valuable natural resource and deserve the support of all of us so that they may reach their maximum potential.

Please feel free to contact us at any time with comments, questions and/or concerns.

Best wishes for a great school year!

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## **Buckeye Elementary School ~ Mission Statement**

The staff at Buckeye Elementary School will provide a positive, consistent and enriching experience for all students. We believe that our school's purpose is to educate all students to their highest level of academic performance, preparing them for the challenges of an ever-changing world while fostering positive growth in social and emotional behaviors and attitudes, as well as developing a mutual respect between the school, parents and community.

### **Title IX/504**

The Salem City Schools do not exclude any person from participating in classes or programs on the grounds of race, color, national origin, sex, age or handicap. The Salem City Schools are in compliance with Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation act of 1973. Our Title IX compliance officer is Joseph Shivers, Superintendent and our compliance officer for Section 504 is Kristy Erb, Special Education Director. Their phone number is (330) 332-0316 or write to 1226 East State Street, Salem, Ohio 44460. Salem City School District is an equal opportunity employer. The district website is [www.salemquakers.org](http://www.salemquakers.org)

### **Title I Schoolwide Program**

**Schoolwide Title I – Designed to Help All Learners:** Title I funds in a school implementing a Schoolwide Program, must be used to improve the academic achievement of all students while addressing the needs of the lowest performing students. A school is eligible to become a Title I Schoolwide Program when the poverty level, (determined by free and reduced meal counts, AFDC, census, or Medicaid) is at or above 40%. All staff in a building with a Title I Schoolwide Program must be highly qualified. Staff paid with Title I funds are free to work with all students in the building. A Schoolwide building must annually develop a Schoolwide plan and evaluate the impact of services on student achievement. The planning process must involve all staff, parents and community member in the implementation and evaluation of the Title I Schoolwide Program. Districts with private schools must consult with private school representatives before making final determinations about the use of Title I funds.

#### **Characteristics of a Title I Schoolwide Program:**

- A clear focus
- High expectations for students and staff
- An environment focused on learning
- Strong leadership
- Curriculum, instruction, and assessments aligned with the standards
- High quality professional development
- A collaborative spirit and collaborative structure
- A commitment to continuous review and improvement

**Title I Learning Support:** For all students, a combination of formative assessments and universal screenings of mathematics and reading will be administered throughout the school year and performance data will be used by all teachers to make instructional decisions. Student's instructional needs will be addressed by all staff while academic progress will be monitored regularly. As parents, your participation and encouragement is critical to your child's educational growth.

### **Daily Schedule**

|                     |   |
|---------------------|---|
| 8:15 AM             | Supervision on the playground                           |
| 8:55 AM             | Bell to line up on the playground                       |
| 9:05 AM             | Tardy bell  |
| 11:15 AM – 12:00 PM | Kindergarten lunch/recess                               |
| 12:00 AM – 12:45 AM | First grade lunch/recess                                |
| 12:45 PM – 1:30 PM  | Second grade lunch/recess                               |
| 3:20 PM             | Dismissal of all walkers and students who are picked up |
| 3:30 PM             | Dismissal of bus students begins                        |

### **Playground Supervision**

A playground duty aide will be on the playground at the time listed above and a teacher will join her 10 minutes before the bell rings. Students may enter the building and sit outside their classroom in the hall when the weather is rainy or below 20 degrees. A sign will be posted on the front door to indicate if students should be indoors because of the weather.

**NOTE:** Students are not permitted on the playground before the Duty Aide arrives at 8:15 AM

### **Early Dismissal**

No student may leave school prior to dismissal time without a parent or guardian submitting a signed written request to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **Scheduling and Assignment**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### **Visitors**

We encourage you to visit our school to keep informed about your child's progress. Visitors are always welcome at School! However, we take seriously our responsibility for protecting your children while they are in our care. Because of this, **ANYTIME** you come into the school, we ask that you comply with Ohio Revised Code 3313.20 and report to the office upon entering the building to sign in and obtain a pass. All doors are locked during the school day and visitors must gain entrance by the center front doors. Any visitor found in the building without signing in and obtaining a pass shall be reported to the Principal. Parents are asked to not be on the playground during the school day. Upon leaving, visitors need to return to the office to sign out and return their visitors pass.

If a person wishes to talk with a staff member, he/she should call for an appointment prior to coming to school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

### **Emergency Closings**

Severe weather may necessitate that the schools be closed, delayed, or dismissed early for the safety of students and personnel. The district will contact each student's home using our automated phone system. Please make sure that the school has your current phone number that you receive all calls. Parents can also check the Salem City Schools website at <http://www.salemquakers.org> as all closings and delays will be posted there. In case of an emergency early dismissal, parents will be notified so arrangements can be made. Students will not be sent home if parents cannot be contacted. They will remain at school until contact is made.

### **Emergency Medical Authorization**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including all field trips. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year. An alternative, active phone number must be provided in the event that no one can be reached at home or work. Please update Emergency information as changes occur.

### **Custodial Parents**

The school will make every effort to cooperate with parents. We must do so, however, in accordance with Ohio Law. If court-ordered custodial arrangements restrict access to a child or student records, a copy of this court order must be on file in our office. The school will be directed by this document rather than by the wishes of one parent or another. Non-custodial parents have the right to receive copies of the report card and notification of parent conferences. Please be sure that the office has your name and address.

Please notify the school of any changes in custodial arrangements. You must notify the school in writing if any persons other than the custodial parents will be picking up a child at school.

Student records are confidential and are protected by the "privacy act." Only the school staff and the child's natural parents or legal guardians have access to the records. Appointments may be made with school officials to discuss information contained in a child's records.

### **Field Trips**

Students may go on occasional field trips throughout the year to enrich their classroom experiences. **Permission slips** are necessary for all children to participate in field trips of any kind. Slips will be sent home by the classroom teacher each time a field trip is planned. Slips should be signed by parents and returned to school promptly. **STUDENTS WHO HAVE NOT RETURNED THEIR PERMISSION SLIPS WILL NOT GO ON THE SCHEDULED FIELD TRIP.**

### **Parties and Treats**

Parties will be held on or near Halloween and Valentine's Day. These are the only parties that will be held during school time. Room parents will provide the treats and work in cooperation with the classroom teacher to plan the party. They may contact other parents in the class for help if needed. Picnics may be held at the end of the school year.

Due to the increasing number of students with severe allergies to numerous foods and food ingredients, we request that you do not send treats, snacks to school for any reason. This includes birthday treats. Any treat sent to school will not be passed out. We appreciate your cooperation and understanding in this matter as we act to protect the health concerns of our students. Invitations to parties may not be distributed at school.

### **School Attire**

It is hard to prescribe hard-and-fast rules and regulations concerning clothing children wear to school. In general, we feel that parents are the best ones to make such determinations. All of you want your children to look "cared for," be comfortable and be acceptable in appearance to others. We do, however, believe that the behavior of all people is somewhat associated with the clothes they wear. We ask that you stress with your

children the importance of being clean, appropriate, and comfortable when dressing for school. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students are NOT permitted to wear:

1. Shoes which are safety hazards (i.e. flip flops, high heels, shoes with wheels)
2. Students must wear socks at all times.
3. Clothes with pictures/words inappropriate for school
4. Clothes that deface or alter State or National emblems, flags, etc.
5. Clothes that expose parts of the body which should be covered in public
6. Tank top straps must be at least a width of three fingers
7. Hats/Bandanas in the school

Students are permitted to wear shorts all year round. The length of the shorts must be at or below the fingertips of the child when standing tall. Unacceptable shorts include biker, boxer, swim trunks, spandex. The final decision for any questionable clothing will reside with the building principal. Students who wear improper clothing will be subject to a disciplinary procedure including parents being required to bring a change of acceptable clothing.

**Student Valuables**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment such as Game Boys/IPODs/Ninetnedo's and the like, are tempting targets. They are also easily damaged when dropped accidentally on the blacktop playground. **The School is not liable for any loss or damage to personal valuables.** The use of cell phones is prohibited during school hours. The expectation is that cell phones are turned off and kept in student backpacks from arrival to dismissal.

**Students With Disabilities**

The American with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The law defines a person with a disability as anyone who:

- a. Has a mental or physical impairment that substantially limits one or more major life activities;
- b. Has a record of such impairment; or
- c. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodations.

Additionally, in accordance with the State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, access and if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

**Reporting Child Abuse**

By law (Ohio Revised Code 2151.421) we are required to report all cases of reported or suspected child abuse or neglect to the proper authorities. The authorities have the right to interview the child at school. School personnel are legally held harmless for reporting suspected cases that prove unfounded.

### **Student Well Being**

Student Safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuations procedures, fire and tornado drills, safety drills in the event of an intruder or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she should notify a staff person immediately.

Ohio Law requires monthly fire and tornado drills to help students become familiar with procedures for safe evacuation and/or protection. We ask students to cooperate by following instructions, not talking, not pushing, and remaining calm, staying in line with classmates and walking at a moderately fast pace to designated areas. State law requires that all students have an annual Emergency Medical Authorization sheet completed and signed by a parent or guardian on file in the school office. Please update Emergency information as changes occur.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office. The School Nurse will treat student injuries and provide necessary first aid. The School Nurse will not diagnose illness.

### **Recess**

All students are expected to go outside for recess unless we have written medical excuse from a doctor, stating they should stay inside. Students are not expected to go outside for recess during inclement weather. Conditions of extreme cold (20 degrees or less) rain, ice, etc., would constitute unsafe outdoor play.

### **Breakfast and Lunch**

Breakfast will be available each day school is in session. The cost of breakfast is \$.75 per day or \$3.75 per week. If your child qualifies for a reduced price breakfast, the cost is \$.30. Please have your child bring breakfast money in an envelope separate from lunch money. Breakfast is served from 8:00 AM to 8:45 AM at Southeast and Reilly and 8:20 AM to 9:05 AM at Buckeye.

Hot lunches will be served each day that school is in session. If your child will be late arriving at school but wants to order a lunch, we ask that you call the office with this information by 9:00 A.M. It is expected that all students will remain at school during lunch hours unless a written note has been received from the parent requesting otherwise.

Lunches cost \$2.35 per day or \$11.75 per week and include either white or chocolate milk. If your child qualifies for reduced price lunch, the cost is \$.40. Milk (for either meal) may be purchased separately for \$.40 per day or \$2.00 per week. Children with verified (physician's statement required) allergies to milk may purchase orange drink at the same price. Students without lunch money or a packed lunch will be provided a sandwich and a drink.

Financial assistance is available to provide free/reduced lunches for those students who qualify for these programs. If you think you may qualify for Free/Reduced Lunch, please complete and return the application form your child brings home the first day of school. This form is also available on the Salem City School District web page under PARENTS and can be filled out, printed and returned to school at anytime as we realize that financial status can change quickly. The link to the District web page: <http://www.salemquakers.org> Please complete and return **one** form, listing all children on the same form. It is not necessary to complete a separate form for every student applying.

### **SNAP-Point of Sale Lunch Program**

The Salem City School District and the Nutrition Group will be using the Student Nutrition Accountability Program(SNAP) with all students eating a hot lunch and/or purchasing milk to go with their cold lunch. SNAP is a computerized Point of Sale system that simplifies meal transactions and electronically manages student accounts. SNAP will also be used with all breakfast sales. Students use the system by having a personal identification number(PIN) card which is scanned by a bar code reader as they move through the cafeteria line. The PIN card will be supplied by the school and kept by each child's homeroom teacher.

SNAP is an automated accounting program that easily accommodates and encourages prepayments and sets up a debit card system for each student. Every student that obtains a meal in the cafeteria will enter their pin number or have their PIN card scanned which will deduct the purchase from his/her account. Information about Free/Reduced accounts will be in the system and accessed when the student card is scanned.

Students will bring their lunch money in an envelope clearly marked with their name, teacher's name, what they are paying for (hot lunch or milk) and the days they are buying. All envelopes will be collected by the child's classroom teacher and sent to the office in an envelope where cafeteria personnel will pick them up and enter the payments into the system. Payments may be made daily, but we strongly suggest prepaying 1 - 2 weeks or more in advance, thus maximizing budgeting and minimizing the need for your child to handle cash. *All monies sent in will be entered into the system and no change will be given.* Checks are preferred but cash is also acceptable. If writing a check, please include the students first and last name in the memo section for clerical use. When a student's account reaches a balance of \$2.00, they will be reminded to bring in another prepayment. Please remember that this is a debit system and not a credit system. A record of your child's payments and purchases are available on request.

### **Injury and Illness**

All injuries must be reported to a teacher, duty aide or the school office. If the injuries are minor, the students will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parent.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office or the school nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Immunizations**

Students must be current with all immunizations required by law, including but not limited to polio, measles, diphtheria, rubella, pertussis, tetanus and mumps, or have an authorized exemption from State immunization requirements. Students who have started kindergarten after the 1999 school year must be immunized against Hepatitis B. Students who have started kindergarten after the 2006 school year must be immunized against chicken pox. For the safety of all students, the school, the principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the School Nurse.

### **Use of Medicine at School**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

- B. The appropriate form must be filed with the building Principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in medication.
- C. All medications must be registered with the Principal's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication must be delivered to the Principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may not transport medication on the bus. Students may carry emergency medications for allergies and/or reaction, or asthma inhalers during school hours provided the student has written permission from the parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors (epi pens), in addition to written permission and submission of proper forms, the parent or students must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents shall have the sole responsibility to instruct their child to take the medication at the prescribed time.
- G. The Principal/School Nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### Attendance

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

3321.01                    A child between six and eighteen years of age is of compulsory school age.

3321.04                    Every parent, guardian, of other person having charge of any child of compulsory school age who is not employed under an Age and Schooling Certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education, for the full time the school attended is in session.

**Excusable Reasons for Absence:** The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the school office and filed as part of the student's school record. A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal illness/serious illness in family
- B. Quarantine of home
- C. Death of a relative
- D. Observance of religious holidays
- E. Professional appointments (doctor, dentist, lawyer, etc.)

- F. Field trips/curricular activities outside the building
- G. Required court attendance
- H. Pre-approved family vacations
- I. Such good cause as may be acceptable to the Superintendent

Excused absences are permitted if the reason for the absence is legally acceptable: the absence is still counted on the student's attendance record. With excused absence, a student shall have the opportunity to make up all work. The student shall have one day in addition to the number of school days absent to make up his work. **A student who accumulates ten excused absences due to personal illness must have a signed medical excuse.**

Punctual and regular attendance is very important. Students are expected to be in attendance while school is in session. Absence often results in poor school work and possible loss of credit. If a student is absent or tardy, the following procedure is to be used:

- A parent or legal guardian should call the school prior to 8:45AM to report the student's absence.
- Upon returning to school, the student must present a written excuse by the parent or guardian stating the specific date(s) middle and the definite reason for the absence. Please include the student's full name. Students have two (2) days to provide a proper excuse. Failure to do so will result in an unexcused absence.
- Lateness, as well as absences, are recorded daily in the main office as noted below:
  - 8:45-10:00 Tardy
  - 8:45- 12:00 ½ day absent AM
  - 12:00-3:10 ½ day absent PM

**Student Vacations During the School Year:** Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family, relatives but no other students' parents, unless there are extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, s/he will be considered an unexcused absence from school and subject to truancy regulations.

The student may be given approximate assignments and materials and pages to be completed. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

**Habitual Truancy:** Unauthorized absence from school with no acceptable documentation of the absence. Pursuant to the terms set forth in House Bill 410, Habitual Truancy is specifically defined as:

- 30 Consecutive Hours (4 school days) at any time during the school year.
- 42 Hours (6 school days) per month.
- 72 Hours (10 school days) per school year.

House Bill 410 also requires the following ramifications to take place when habitual truancy is apparent:

- A notification will be sent to the parent/guardian notifying them of the situation. If the attendance does not improve;
- The student's parents/guardian will be required to attend a meeting with the school's attendance officer. (Please note that if the parent/guardian does not attend the scheduled meeting after being provided 3 chances, the matter will be sent to Children Services or charges may be brought against said parent/guardian.) If this does not rectify the problem;
- The situation will be discussed with the school's intervention team. This discussion will include alternatives in an attempt to improve the student's attendance. These alternatives will include, but are not limited to, an abbreviated school day schedule, scheduling changes, alternate schooling assignments. If this does not rectify the problem;
- The matter will be sent to the Columbiana County Juvenile Court's Diversion Program. If improvement is still not forthwith, official truancy charges will be filed.

Additional ramifications include:

- No credit will be recorded for work missed as a result of truancy.
- A record of the truancy will be entered in the student's record file.
- The promotion of a student to the next grade level will be prohibited if the student has been truant for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree and so certify in writing that the student is academically prepared to be promoted to the next grade level.

Each teacher is to notify his/her principal when the number of unexcused absences comes within two (2) days of a student being considered habitually truant. The principal should attempt to rectify the pattern of excessive absences through contact with the student or his/her parents, utilizing one of the intervention actions listed above.

**Encouraging Attendance:** Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can, in and of itself, successfully accomplish this task. A professional staff member's responsibility must include, but not be limited to:

A. providing meaningful learning experiences every day;

Therefore, a student who is absent from any given class period would be missing a significant component of the course.

- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused vs. unexcused);
- D. requiring an admit slip from a student when s/he returns from an absence and invoking a consequence if s/he does not have one;
- E. incorporating defined, daily participation as part of the teaching/learning process and each grading period;
- F. requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

### **Students Leaving School During School Day**

- A. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents. (see [Form 5230 F1](#))
- B. No student will be released to any government agency without proper warrant or written parental permission, except in the event of an emergency as determined by the principal.

**Makeup Opportunities:** A student may make-up units of study with a properly licensed teacher if prior approval has been granted by the principal.

- A. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
- B. A student wishing to make-up work should contact his/her teacher(s) to obtain assignments. If a student will be absent for one day, make up assignments will be given to the student upon return to school. Parents requesting teachers to prepare make-up work while their child is absent for two or more days may contact the office prior to 9:00 AM and the assignments will be available by the end of day.

### **Salem City Schools Quaker Tech Academy (QTA)**

The Quaker Tech Academy (QTA) is an online educational option that is operated within the Salem School District. It is the mission of QTA to provide learners a personalized educational format that is flexible yet challenging, in order to maximize a student's success. QTA offers daily monitoring and assistance, online and in-classroom course curriculum, and personalized tutoring when necessary. While online education is not the ideal learning environment for students, if you feel it necessary to explore this option, you may contact your building principal to do so.

### **Transportation**

1. The walk boundary for K-6 is one mile. If you reside within the walk boundary, you are not eligible for transportation.
2. It is very important that both the school and transportation department be notified of all changes in addresses and phone numbers as soon as possible. Please allow 5-7 working days for new transportation arrangements to be finalized.
3. Students may not ride a bus that is not their assigned bus.
4. If your child normally rides the bus, but you or your designee plan to pick him/her up, please notify your child's school. Please call the school office or send a note so that the child will not be placed on the bus after school. Unless we are notified of changes, all children will be sent home by regular means.
5. All bus students will be picked up at their designated bus stop and dropped off at their designated stop. This stop must remain the same throughout the entire school year. Any and all changes involving transportation must be approved by the bus supervisor.

6. Do not send a note to school and expect your child to be permitted to alter their bus and/or pick-up or drop-off site. No changes will occur at school until we are notified by the Transportation Department. The Transportation Department can be reached at: (330)332-2321

**Bus Rules & Expectations:**

1. Students should arrive at the bus stop 10 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic 10 feet away from the bus stop.
3. Students are expected to conduct themselves in a proper manner at the bus stop. The district will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus or after the student have disembarked from the bus on his/her way home.
4. Students must board and/or depart the bus at locations to which they have been assigned.
5. Students shall cross a road only when instructed to do so by the driver.
6. Students must go directly to an available or assigned seat.
7. Students must remain seated with their feet on the floor, facing the front, until the bus has completely stopped.
8. Students must obey the driver promptly and respectfully.
9. Students may not use profane, loud, vulgar, or unacceptable language. Whistling or excessive loud noises are prohibited. Students will be completely quiet as the bus approaches and crosses a railroad crossing.
10. Students may not eat or drink on the bus except as required for medical reasons.
11. Students may not have alcohol or drugs in their possession.
12. Students may not transport medication on the bus unless the proper medical forms have been completed and approved.
13. Students may not throw or pass objects on, from, or into the bus.
14. Students may not put head or arms out of the bus windows.
15. Heavy objects, flammable fluids, glass jars, aerosol cans, and live animals are not permitted inside the school bus.

**Consequences:**

**Misconduct on the bus for minor offenses may result in:**

\*verbal warning, call to the parent, written Bus Conduct Report sent to the building principal

**Serious behavior issues for major offenses may result in:**

\*call to the parent, written Bus Conduct Report sent to the building principal, detention, suspension, or denial of bus privileges

***NOTE: When bus transportation is denied, it is the responsibility of the parent/guardian to provide transportation of the student to and from school. Students failing to attend will be declared truant.***

**Traffic Safety**

Bus arrivals/departures are busy times with many small riders. Times when buses come and go are posted on signs at the front entrances of the building. NO CARS are permitted to enter the front bus circle during the hours of 8:00am – 3:45pm. If you are planning to park in the parking lot, please park in a marked space and enter and exit the parking lot as designated. We make every effort to safeguard your children and expect that you will join us in this effort by observing posted driving and parking restrictions.

### **Harassment**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district while on District property or at any school-related event on or off District property. Please refer to this section in the Student Code of Conduct.

#### Sexual Harassment

- A. Verbal
- B. Nonverbal
- C. Physical Contact

#### Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- A. Verbal
- B. Nonverbal
- C. Physical Contact

### **Bullying, Harassment and Intimidation**

Harassment, intimidation, or bullying behavior by any student in the Salem City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and /or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.66 means any intentional written, verbal, graphic or physical act, including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students to other students., including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students/school personnel, including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
- C. Cyber bullying involves the use of information and communication technologies such as email, cell phone, and text messages, instant messaging (IM), defamatory, personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

The District contact person is the Superintendent of Schools. The phone number is 330.332.0316.

### **Discipline**

We believe that the rights of ALL students must be observed and guaranteed. Thus, any behavior that would interfere with the rights and safety of ANY student cannot and will not be tolerated. We will not permit the behavior of a disruptive student to interfere with the opportunity of other students to learn. Each teacher will have expectations and consequences for classroom behavior.

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

School discipline must be developed and shared by home, the student, the community and the school. School discipline in all its forms is the creation of a climate in which effective learning can most easily and efficiently take place. It is a genuine part of the learning process and cannot be separated from other parts. Students and school personnel have a right to a safe and orderly environment. To ensure this necessary environment for learning, standards for discipline must be established and maintained as the rules of student life. Discipline should not be thought of in terms of just punishment. Discipline must be thought of in terms of helping students to adjust and in turning unacceptable behavior into acceptable behavior.

The disciplinary measures employed by the staff of the Salem Public School shall be reasonable and appropriate to the nature of the misbehavior of the offending pupil and in accordance with the statute and holdings of the courts. The penalties for a violation, not spelled out, will be decided by the administrator. Other penalties not listed but which are available as discipline alternatives are referral to the police/juvenile authorities or juvenile court.

Students who violate the standards of conduct or who commit one or more of the listed infractions shall be considered for an appropriate penalty, as determined by a professional staff member having authority over the students. Disciplinary actions may include, but are not limited to the following:

- A. reprimand
- B. restitution
- C. conference
- D. withdrawal of privileges
- E. detention
- F. in-school suspension
- G. emergency removal/suspension
- H. informal juvenile court hearing
- I. principal's responsibility

Principals shall have the authority to assign discipline to students, subject to the administrative guidelines of the Superintendent and to the student's due process right to notice, hearing, and appeal. Teachers, school bus drivers, and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

This section is printed so students have a clear understanding of the rules and regulations they are expected to follow. Specific infractions of the discipline code are covered and penalties for each infraction are listed.

**THIS DOCUMENT IS IN NO WAY MEANT TO BE ALL-INCLUSIVE.**

**INFRACTION:**

**POSSIBLE CONSEQUENCES:**

|   |   |
|---|---|
| Assault or threat of assault against a student or a school employee   | 10 days suspension pending expulsion hearing  |
| Repeated violations of the school's discipline code   | 10 days suspension  |
| Assaulting another student (verbal/physical) or fighting (regardless of who "starts" a fight)                             | 1 to 3 days suspension  |
| Possession of a weapon  | 10 days suspension recommendation for expulsion   |
| Handling or transmission of, concealment of "look-alike" weapons (ex-knife, pistols, stun guns, imitation guns and clubs) | 3 to 5 days suspension  |
| Possession of illegal drugs and/or alcoholic beverage or evidence of having used either                                   | 5 to 10 days suspension   |
| Foul and/or inappropriate language (ex-"bull") or making a vulgar obscene gesture toward a school employee or student     | 3 to 5 days suspension  |
| Smoking, using tobacco, or possession of tobacco  | 1 <sup>st</sup> time – 3 days suspension<br>2 <sup>nd</sup> time – 5 days suspension<br>3 <sup>rd</sup> time – 10 days suspension |
| Possession of pornographic materials  | 3 to 5 days suspension  |
| Possession of fireworks or any other exploding device   | 3 days suspension   |
| Discharge of emergency (fire) alarm   | 3 days suspension/Fire Chief notified   |
| Menacing an employee/student  | 3 days suspension   |
| Theft of property   | 3 to 5 days suspension  |
| Any activity which disrupts the normal educational process  | 3 to 10 days suspension   |
| Failure or refusal to serve assigned detention  | additional detentions   |
| Skipping a class or leaving school without permission   | detention or suspension   |
| Defacing school furniture or property   | restitution and/or suspension   |

## Grading Policy

The purpose of assigning grades is to communicate student progress and levels of mastery of academic content standards. The method of classroom grading is criteria referenced based on a student's demonstrated achievement of predetermined standards.

**Non-graded** – students in the following grades will not receive grades. Parents will receive detailed feedback on student progress on a nine-week basis. This procedure will be outlined to parents by the building principal each year at the beginning of the school year. This procedure and the method of recording/reporting must be approved by the superintendent and may not be modified without superintendent approval.

**Kindergarten** – Non-graded

**Grade 1** – Non-graded

**Grade 2** – Non-graded

The following scale will be used with all kindergarten, first grade and second grade students in all areas of the report card.

- 1 = making excellent progress**
- 2 = making satisfactory progress**
- 3 = progressing with help**
- 4 = area of concern**
- 5 = working below grade level expectations**

### **GRADES 3-6**

#### **Grade Scale:**

Grades will be assigned according to the following scale:

**A = 92 – 100 (Excellent)**

**B = 83 – 91 (Above Average)**

**C = 70 – 82 (Average)**

**D = 61 – 69 (Below Average)**

**F = 0 – 60 (Failing)**

**I = Incomplete**

(If a student receives an "I" for a 9 week, semester or final grade, the work must be completed within two weeks following the end of the grading period. If the work is not submitted, the incomplete grades will be recorded as zero and the grade will be averaged accordingly.)

#### **O,S,U and I for selected grade levels/subjects in Grades 3-6**

These symbols will be used to report student progress as assigned below:

**O – Outstanding**

**S – Satisfactory**

**U – Improvement Needed**

**I – Incomplete**

**Grade 3** - Physical education, music, art, social studies, and science, each grading period.

**Grade 4-6** – Physical education, art, and music each grading period.

### **Grade Values and Ranges**

Each 9-week grade will be calculated as a percentage then converted to a letter grade according to the aforementioned scale:

For the purpose of calculating **Grade Point Averages** the following values will be used:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0

When **averaged**, the following range applies:

A = 3.50 – 4.00

B = 2.50 – 3.49

C = 1.5 – 2.49

D = 0.5 – 1.49

F = 0.0 – 0.49

### **Calculating Semester and Final Grades**

**Grades 3- 6** do not receive semester grades. The **final grade** for grades 3 - 6 will be calculated by averaging the four (nine week) letter grades.

Speech/Language students will receive a separate report each nine weeks from the Speech/Language Therapist.

Special Education students with an IEP will receive a separate report each nine weeks detailing their progress toward their annual goals.

## SALEM CITY SCHOOL DISTRICT ACCEPTABLE USE AND SAFETY POLICY AND AGREEMENT

Dear Parent(s) or Guardian(s):

Internet access is currently available to students and teachers at Salem City Schools. Through ACCESS (Area Cooperative Computerized Educational Service System) your son or daughter will be able to reach the Internet, which is a world wide network. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing and communication. With this opportunity also comes a responsibility to follow certain rules of network etiquette and acceptable use. It is important that students, parents, and staff are aware of the challenges involved with appropriately using the Internet.

With access to computers and people all over the world, also comes the availability of material that may be considered “inappropriate” in a school setting. Salem City Schools has taken precautions to restrict access to controversial materials. Specifically, the Board has implemented technology protection measures that block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board additionally uses software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, you are advised that it is impossible to prevent access to all the inappropriate, offensive, objectionable and/or controversial material that can be found on the Internet. Still, we believe that the valuable information and interaction available on the world-wide network far outweighs the possibility that determined users may find material that is not consistent with the educational goals of Salem City Schools. As such, it is critical that you set and convey standards that your child is expected to follow when using the Internet.

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Salem City Schools supports and respects each family’s right to decide whether or not to grant permission for a student to have access to the Internet. **If, for any reason, you do NOT want your child to have Internet access, we ask that you notify the school in writing.** Although you may choose not to allow your child to have access to the Internet, the child may receive classroom instruction utilizing the Internet under an authorized staff member’s direct supervision.

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### STUDENT USE OF THE INTERNET

When students access the Internet, their use may be in one or more ways:

- Guided use — students in grade K-12 may use the computer with the supervision of authorized staff giving step by step directions.
- Supervised use — students in grades K-12 may use the computer provided an authorized staff member is present and monitoring the activities of the child.
- Independent use — students in grades 7-12 may use the computer without authorized staff supervision.

At the elementary level (grades K-6), student access will occur under authorized staff supervision or guidance. At all levels, we have filtering software designed to block material that may be considered “inappropriate” in a school setting, but Salem City Schools cannot guarantee that a determined user will not be able to access inappropriate material. Students are responsible for good behavior on the Board’s computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored activities. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy / agreement. Students who disregard this policy / agreement may have their use privileges suspended or revoked, and disciplinary action taken against them. Students granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy / agreement.

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## ELECTRONIC MAIL (“E-MAIL”)

All e-mail written and sent by, or to account holders is the property of Salem City Schools.

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### TERMS AND CONDITIONS FOR AN INTERNET ACCOUNT

1. Acceptable use of your account must be consistent with the educational objectives of Salem City Schools. The use of the network is a privilege which may be revoked by the School District at any time for any reason. The system administrator, along with the building administrator, will deem what is inappropriate use and their decision is final. The administration, faculty, and staff at Salem City Schools may request the administrator to deny, revoke, or suspend user accounts. Inappropriate use includes, but is not limited to:
  - a) Using someone else’s account and/or password to log on or gain access to the network, or giving out one’s password to others;
  - b) Using the resources for commercial purposes, advertising or political lobbying;
  - c) Hacking or engaging in other illegal activity;
  - d) Sending hate or harassing/bullying mail, chain letters, or “mail-bombs;”
  - e) Intentionally damaging or destroying data, hardware, software, or other computer equipment;
  - f) Intentionally invading the privacy of another person;
  - g) Using resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the network (e.g., viruses) are also prohibited;
  - h) Using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages;
  - i) Transmitting sexual, racial, or ethnic slurs and/or jokes;
  - j) Attempting to or actually bypassing the Internet filtering software.
  - k) Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
  - l) Loading, use, or creation of unauthorized games, programs, files, or other electronic media.
  - m) Destruction, modification, or abuse of data, files, network connections, computer hardware and software, and any other forms of technology.
  
2. All material received, stored and/or sent on the system is the property of the District and the District reserves the right to remove any material that it determines is unlawful, pornographic, obscene, abusive or otherwise objectionable. Students are prohibited from sending or viewing such materials. Privacy in communication over the Internet and the network is not guaranteed. The School District reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School District’s computers / network. Messages involving illegal activities will be reported to the appropriate authorities. Users are discouraged from sending messages of a sensitive or extremely private nature.

3. The computer and network resources are intended for the exclusive use of registered users. Each student is responsible for the use of his/her account, password, and access privilege. Any problems arising from the use of a student's account are the responsibility of the account holder. Use of an account by persons other than the assigned user is forbidden and is considered a reason for loss of privileges.
4. Use of the Internet and any information obtained from the Internet is at the user's own risk. Salem City Schools makes no warranties of any kind for the service it is providing. Salem City Schools will not be responsible for any damages a user may suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions,. Additionally, the School District is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports and projects should be cited the same as references to printed materials.
5. Each user is responsible for deleting, on a daily basis, e-mail that is no longer needed, in an effort to keep disk storage free on the server.

### Social Networking

A social network is a service that uses the Internet for online communication through an interactive network of photos, web logs, user profiles, e-mail, web forums, and groups, as well as other media. Social networking sites gather data submitted by members as "profiles". Profiles can then be shared among members. Instant messaging, Internet chat rooms, and social networking sites such as MySpace and FaceBook can expose students to harassing or threatening messages or inappropriate text and pictures. Internet chat rooms and public/commercial social networking sites are, by default, blocked by District Internet filtering. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than email) without prior approval from a teacher or administrator. All such authorized communications must comply with this policy / agreement. Online behaviors, such as posting personal or financial information, or illegally sharing media files are prohibited.

*If you decide to allow your children to access e-mail, instant messaging software, or social networking sites at home, we suggest that you encourage your children to use "handles," or pseudonyms for their online accounts. Your child should also not provide an address, phone number, or other personal information to anyone he/she meets through e-mail, instant messaging, or social networking. If your child does receive a threatening or harassing e-mail or message, DO NOT ERASE the message. If you keep the original message, law enforcement authorities may be able to trace the source.*

\* The District shall provide a teacher moderated, 'walled garden' environment for safe social networking interaction among classmates and teachers. Such interactions are designed and managed by teaching staff as integral components of their instruction with access limited to only the students involved.

### CyberBullying

The Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying, by staff, students, or third parties is prohibited and will not be tolerated in the district.

*Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity.*

In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or principal. Students who make a report are requested to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

The District may revoke the privilege of a student or third party, who uses District equipment or electronic communication systems to engage in *cyberbullying*. The District may revoke the privilege of a student or third party, who uses a personal communication device to engage in *cyberbullying*. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. The district may also report individuals to law enforcement if necessary.

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NETIQUETTE. All users must abide by the following rules of network etiquette:

1. Be polite, courteous and respectful in your messages to others. Use language appropriate to the school setting. Do not use obscene, profane, vulgar, sexually explicit or suggestive, belligerent, defamatory, threatening or abusive language.
2. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.
3. Avoid uses that are offensive to others. Do not use access to make ethnic, sexual preference or gender-related slurs or jokes, harassing or demeaning text messages to other students or school staff, use cell phones or digital cameras in locker rooms, transmit inappropriate or demeaning images or videos, post harmful messages on social networking websites, post another student’s information online, or impersonate another student online.
  - a. Avoid uses that violate the law or encourage others to violate the law.
4. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District’s Pupil Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network / Internet are not marked with the copyright or trademark symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
5. Avoid uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another’s reputation by lies); employ another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload

a worm, virus, trojans, time bombs, or other harmful programming or vandalism. If a student transfers a file or software program that infects the network with a virus or causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.

6. Avoid uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others, or impersonate another.
7. Avoid uses that access controversial or offensive materials.  
All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he/she is required to report such use to the person designated by the School.
8. Avoid uses that are commercial transactions.  
Students may not sell or buy anything over the Internet. You should not give others private information about your or others, including credit card numbers and social security numbers.

## Software Copyright Policy

### *Copying and distributing software.*

Many people are unaware that making a copy of their software for a friend is a crime.

However, this act is considered theft, and ultimately raises software prices for honest consumers.

### *Making multiple installations of a product.*

Now that software is primarily being shipped on CDs, it is very easy to buy one CD and give it to someone else for a second installation. Especially in businesses, people often don't understand that they need to buy a license for each product to be installed on each computer.

### *What is the law?*

“In 1964 the United States Copyright Office began to register software as a form of literary expression. The Copyright Act was amended in 1980 to explicitly include computer programs. Today, according to Title 17 of the United States Code, it is illegal to make or distribute copies of copyrighted material without authorization. The only exception is the user's right to make a single backup copy for archival purposes.”<sup>1</sup>

### *What are the penalties?*

United States law prohibits duplicating software for profit, making multiple copies for use by different users within an organization, and giving an unauthorized copy to another individual. If caught with pirated software, you or your company may be tried under both civil and criminal law.<sup>2</sup>

Therefore it is the policy of the Board of Salem City Schools that, in the absence of a license or agreement to the contrary, no software, computer program or computer program code shall be duplicated or distributed without the written permission of the author. Also, no software, computer program or computer program code shall be installed on more than the stated number of computers as contained in the software license.

While Salem City Schools encourages its students and staff to enrich the learning process by making proper use of supplementary materials, it is the responsibility of District's students and personnel to abide by the District's Copyright Policy and obey the requirements of the law. Under no circumstances shall students or employees of the District violate copyright requirements. Salem City Schools will not be responsible for violations of the copyright law by its students or employees.

<sup>1</sup> <http://www.microsoft.com/piracy/copyrightLaws.htm>

<sup>2</sup> <http://www.microsoft.com/piracy/copyrightLaws.htm>