

STUDENT HANDBOOK



SALEM JUNIOR/SENIOR HIGH SCHOOL
1200 East Sixth Street
Salem, Ohio 44460
High School 330/332-8905 Fax 33/332-8943
Attendance 330/332-1070
Jr. High School 330/332-8914 Fax 330/332-8923

THIS AGENDA BELONGS TO:

Name _____

Address _____

City/Town _____

State _____ Zip Code _____

Phone _____

Student No. _____

SALEM JUNIOR/SENIOR HIGH SCHOOL

Principal	(grades 7-12)	332-8905	Mr. Kirkland
Associate Principal	(grades 7-12)	332-8905	Mr. Brock
Dean of Students/Clerk of the Works	(grades 7-8)	332-8914	Mr. McLaughlin
Athletic Director		332-8911	Mr. Huda
Librarian		332-8905	Mrs. Piero
Counselor	(grades 7-8)	332-8914	Mrs. Bosheff
Counselor	(grades 11-12)	332-8905	Mrs. Kemats
Counselor	(grades 9-10)	332-8905	Mrs. Ellis
Custodian		332-8905	
Transportation		332-2321	

WELCOME

Welcome back to what we hope is a rewarding school year both academically and socially. It is our belief that your success in this school will be directly proportional to your efforts. We offer a quality curriculum, with a number of varied activities which will prepare you to live a better life and to take your place in this complex society. Remember: the administration and faculty stand ready to help you. Enjoy the 2015-2016 school year.

Guidance services are available for every student in the school. These services include assistance with education planning, interpretation of test scores, occupational information, study helps, help with home, school and/or social concerns or any questions the student would like to discuss with the counselor. Your counselors are here to help you.

Senior High School Mission Statement

The staff of Salem High School offers all of its students a climate and curriculum that provide opportunities for them to become competent, knowledgeable, and successful individuals. We share with our community the responsibility for the education of all Salem students so that they will become functioning, employable, and productive citizens in society.

Junior High School Mission Statement

The staff at the Salem Junior High School, in participation with family and community is dedicated to providing effective learning experiences. High standards will be maintained by utilizing challenging and diversified instructional methods to promote academic achievement. We require school-wide mutual respect in a safe and secure atmosphere. We will prepare all students to be responsible and self-sufficient citizens of our community.

Alma Mater

We honor our high school,
We sing of its praise
With courage united
Its colors high are raised
We all love it dearly,
Our Alma Mater true.
We'll cherish its memories
Our whole life thru
We'll cherish its memories
Our whole life thru
---Barbara Butler Greene
(Alumni SHS 1944)

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 Dr Joe 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.

TITLE I Schoolwide Program (Junior High only)

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 members 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 parent, your participation and encouragement is critical to your child's educational growth.

**Salem Schools
House Bill 116**

Harassment, intimidation, or bullying behavior by any student in the Salem 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. 3313.666 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 toward 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 including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, or abusive educational environment for the other students.
- C. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory on line personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Report concerns to any of the following:

Tracy Bosheff, Junior High Guidance Counselor 330/332-8914
Jamie Kemats, Senior High Guidance Counselor 330/332-8905
Megan Ellis, Senior High Guidance Counselor 330/332-8905

**2015-2016
Salem City Schools Calendar**

August 24	Teacher Inservice
August 25	Teacher Workday
August 26	Start of Classes
September 7	Labor Day – No School
October 16	Teacher Inservice - No School
October 23	End of 1 st Nine Weeks
October 29	Conference Night 3:00 – 6:00
November 5	Conference Night 5:00 – 8:00
November 6	Conference Exchange Day – No School
November 25 - 27	Thanksgiving Recess
December 23	Christmas Break Begins – No School
January 4	Classes Resume
January 15	End of 2 nd Nine Weeks
January 18	Martin Luther King Day – No School
March 18	End of 3 rd Nine Weeks
March 23	Conference Night 3:00 - 9:00
March 24	Conference Exchange Day - No School
March 24	Spring Break Begins - No School
March 29	Classes Resume
May 25	Last day for students
May 26	Teacher workday
May 29	Graduation

**TIME SCHEDULE FOR THE
2015-2016 SCHOOL YEAR**

REGULAR	PEP RALLY	2 HOUR DELAY	AM ASSEMBLY	PM ASSEMBLY
Period 1 7:50 8:40	Period 1 7:50 8:35	Period 1 9:50 10:20	Period 1 7:50 7:55	Period 1 7:50 8:30
Period 2 8:44 9:34	Period 2 8:40 9:27	Period 2 10:24 10:54	Assembly 8:00 9:15	Period 2 8:34 9:14
Period 3 9:38 10:28	Period 3 9:32 10:17	Period 3 10:58 11:32	Period 1 9:20 9:55	Period 3 9:18 9:58
Period 4 10:32 11:22	Period 4 10:22 11:07	Period 5a 11:32 12:02	Period 2 9:59 10:34	Period 4 10:02 10:42
Period 5a lunch 11:26 11:56	Period 5a 11:12 11:42	Period 5b 12:02 12:32	Period 3 10:38 11:13	Period 5a 10:46 11:16
Period 5b lunch 11:56 12:26	Period 5b 11:42 12:12	Period 5c 12:32 1:02	Period 5a 11:17 11:47	Period 5b 11:16 11:46
Period 5c lunch 12:26 12:56	Period 5c 12:12 12:42	Period 4 1:06 1:36	Period 5b 11:47 12:17	Period 5c 11:46 12:17
Period 6 1:00 1:50	Period 6 12:46 1:31	Period 6 1:40 2:10	Period 5c 12:17 12:47	Period 6 12:21 1:01
Period 7 1:54 2:44	Period 7 1:35 2:20	Period 7 2:14 2:44	Period 4 12:51 1:26	Period 7 1:05 1:45
			Period 6 1:30 2:05	Assembly 1:50 Dismissal
			Period 7 2:09 2:44	

VISITOR INFORMATION/SECURITY

All visitors must report to the school office. In no case is any visitor to go directly to any location in the building except the office. Parents/visitors must sign-in and receive a visitor's pass. People not wearing such a pass will be brought to the office by teachers, custodians, or other school personnel. All doors to the building will be locked after students have arrived for school. Visitors to the building must ring the doorbell at the 6th street or cafeteria entrance to be admitted. All exterior doors will be kept locked and can be opened from the inside if needed. Be advised that Salem Junior/Senior High School will be using video cameras to monitor building and student behavior to insure the health, welfare, and safety of our students and staff. The videotapes are student records subject to board policy and may be used as evidence in student disciplinary proceedings. If you are dropping off lunches, sports equipment, or any other items that you wish your child to have during the school day, all material must be brought to the main office using the 6th Street entrance. Students are not permitted to meet parents in the back or front parking lots during the school day.

CLOSING SCHOOL IN EMERGENCIES

Occasionally it is necessary to close school due to severe weather conditions. Should this occur, DO NOT call the school, the School Superintendent or the radio station. Announcements will be made on radio stations WSOM, WQXK, and WKBN as well as the Salem Cable station and website www.salem.k12.oh.us.

HOMEWORK POLICY

Homework has value and it should be viewed from a quality-versus-quantity standpoint. Homework assignments are designed to reinforce material presented at school, to help students learn to work independently, and to arrange their time, to encourage students to develop effective study skills and to develop self-discipline as they accept responsibility for completing assigned work. It is the teacher's responsibility to assign homework which is clear, concise and within the student's ability range. Assignments should be systematically planned and clearly explained to assure maximum value. Homework is the responsibility of the teacher, students and parent(s). Students will be required to make up work within a 48-hour period following an excused absence.

COMMUNICATION WITH THE HOME

The staff use various means to inform parents of student progress and schedules of school activities. Midway through each grading period "Interim Reports" are issued for each student as a means of informing them of their progress. These reports are sent home with the student. Report cards are sent home with the student following each grading period.

STUDENT RECORDS

Any parent or legal guardian has the right to inspect and review all official records for his/her child contained in the school's official cumulative record folder upon written request to the administrator in charge. Parents and/or legal guardian must make an appointment within five days of the written request to review the student's records. Students eighteen (18) years of age or older have the same privilege stated above. Stepparents have no rights to records, reports or conferences unless the custodial parent confers this right on them. NOTE: Salem School Board Policy #8330 mandates procedures regarding student records.

HEALTH SERVICES

School nurses will be on a rotation schedule throughout the district. If illness or injury occurs, parent/guardian will be notified immediately. **It is extremely important that all parents/guardians complete and have on file the emergency procedure form in the high school principal's office.** Medicine, including aspirin, cannot be administered by the school. Students who need to take prescribed medication must have a note signed by the physician and parent before medication can be brought to school. The medication, in the original container, and note will be left in the main office.

ACCIDENTS

All injuries or accidents, however slight, must be reported to the teacher, bus driver, principal or whoever is in charge. Where first aid is required, teachers trained in first aid will be called to render care. In case of serious accident or injury, the school will follow the procedure the parent indicates on the Emergency Procedure Form, which is filled out early in the school year.

LOST AND FOUND

Please check the lost and found station located in the library. If you are not successful in your search, please notify the office.

PERSONAL PROPERTY

Personal items (camera, lunch, musical instruments, etc.) brought to school are the responsibility of the student. The school district does not carry insurance on students' personal property. Therefore, safe-keeping of personal items at school is the responsibility of the student. Lost items will not be replaced by the school.

CARE OF BOOKS

Each student has a responsibility to take proper care of textbooks and library books loaned to them for their use. If a book is lost, it must be paid for; if it is damaged, the cost of repair will be charged to the student. The proper care of the tools for getting an education, whatever these might be, comes first to the serious student. Books are one of the main tools used by the student.

LOCKERS

Lockers are the property of Salem City Schools. Each student is assigned a locker for storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Students are not permitted to share lockers or use a locker that is not assigned to them.

LEAVING THE BUILDING

Students are not permitted to leave the building at any time during the day, including lunch periods. If students must leave the building because of illness or any other emergency, they must have permission from the principal's office via a phone call from a parent/guardian and they must sign out at the main office.

CHILD ABUSE REPORTING

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 without notifying the parent. The authorities have the right to interview children at school. (They will then contact the parents.) School personnel are legally held harmless for reporting suspected cases that prove unfounded.

JUNIOR HIGH PARENT TEACHER ORGANIZATION

Parents are encouraged to join the Junior High School P.T.O. Meetings are held the first Thursday of the month at 9:00 a.m. at the school.

PARENT CONFERENCES

2015 – 2016 October 29th, November 5th, March 23rd

In addition to the regularly scheduled conferences, parents are encouraged to visit with the teacher(s) and/or administrator(s) when the need arises. Please call the school (332-8905/332-8914) to arrange for a conference that will meet your specific needs.

FIELD TRIPS

Field trips are an extension of the classroom. Students are expected to follow all school rules and to obey teachers and chaperones.

TELEPHONE

The office phone may be used in case of illness or other emergencies. Regretfully, we cannot call students to the office to receive personal phone calls. Students will not be called to the office to answer the telephone except in urgent cases. Messages will be taken and delivered to students in emergencies..

LIBRARY PRIVILEGES

Students may sign out of study hall and be admitted to the library. Proper behavior is very important in this study facility. Students who abuse the privilege to use this facility will have the privilege removed. Library behavioral expectations will be posted in the library.

INTERNET USE

Violation of internet policy will result in loss of privileges. Major violations may result in suspensions/expulsions.

FIRE DRILLS

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm or bell. There is an evacuation plan posted in each unit of this building. Each teacher will instruct you regarding specific procedures.

TORNADO DRILLS

In case of severe weather, there will be an on-off sound of the emergency alarm. Everyone will go to his/her assigned area in the corridor or along the inside wall. When students are asked to assume the "tornado position" they are to do the following:

1. Sit on a floor facing the wall.
2. Hold your arms over the head and put head between the knees.
3. Remain quiet until the "all" clear is sounded.

POLICY ON GRADES

The purpose of assigning grades is to communicate student progress and levels of mastery of academic content standards. The method of classroom grading is criterion-referenced based on a student's demonstrated achievement of predetermined standards. Teachers in grades 7-12 shall calculate grades using percentages.

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. In grades 7 – 12 where nine week percentages are used to calculate semester and final averages. A student who receives a failing percentage for the nine week/semester grade shall receive a percentage recorded (nine week or semester) grade no lower than 54% if academic integrity has been achieved or there are mitigating circumstances that prevent a student from achieving a grade above the level of failing. If the failing grade is the result of lack of effort or an accumulation of excessive absences, the percentage that has been earned will be awarded.

Non-traditional instructional delivery. Students enrolled in Quaker Tech classes, After-school Options classes, home instruction, or independent study classes or students who wish to exercise the Credit Flexibility option, will be on a one-week grading period (as distinct from the nine-week grading period for all students who receive instruction in SHS classrooms during the 7:50 a.m. – 2:44 p.m. school day. **NB** SHS students may participate in a hybrid of the regular school day as well as any of the aforementioned non-traditional programs.) A student may exercise the one-week grading period option only four times per academic year. Official grades will be reported to SHS students in non-traditional instructional delivery programs by their teachers directly. Official grades will subsequently be recorded on students' official transcripts.

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

Courses that are identified as "weighted" classes in the high school course registration guide shall use the following values:

A = 4.0
B = 3.0
C = 2.0
D = 1.0

When averaged, the following range applies:

A = 3.50 – 4.00
B = 2.50 – 3.49
C = 1.50 – 2.49
D = 0.50 – 1.49
F = 0.00 – 0.49

Grades 7 – 8

1st Semester grades are calculated by averaging the 1st and 2nd nine week percentage grades.
2nd Semester grades are calculated by averaging the 3rd and 4th nine week percentage grades.
The final grade is calculated by averaging the two semester percentage grades.

Grades 9 – 12

Semester grades are calculated using the 9 weeks percentages and exam percentage with the following formula:
45% of first 9 week percentage plus 45% of second 9 week percentage plus 10% of semester exam percentage. The process is the same for second semester using the 3rd and 4th nine week and semester exam percentages.

Final grades are calculated by averaging the two semester percentage grades.

SENIOR HIGH HONOR ROLL

In order for a student to earn a position of honor status he/she must meet the following criteria:

1. A student must have a grade point average of 3.0 or above for a nine-week grading period.
2. A student must have a minimum of 5.0 credits each semester and no grade lower than a C.

PHYSICAL EDUCATION WAIVER

A student who has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons shall be "exempt" from the high school physical education requirement as a condition to graduate. **PE Credit is not awarded, no grade is given, and this waiver will not count towards the 21 hours required for graduation.** An additional ½ credit must be completed in another course of study to make up for this requirement. This exemption is effective beginning in the 2010-2011 school year and is not retroactive.

For Physical Education, what is the impact of being "cut" or quitting?

The statute requires participation "for at least two full seasons." The season during which a student was "cut" or quit the activity could not be used to meet the two-season requirement.

If a student participates in only one full season of an approved activity, can the student be excused from .25 units of Physical Education and thus have to take only .25 units of Physical Education to complete his or her Physical Education requirement?

No. The statute requires participation for at least two full seasons. There is no provision under the law that would permit any type of partial excuse.

SEARCH AND SEIZURE

We acknowledge the need for storage of student possessions and shall provide storage places including desks and lockers for that purpose. Such spaces remain the property of the Board and, in accordance with the law, may be the subject of random search. Remember, locker should be locked when not in use. Do not leave money or valuables in lockers.

EIGHTEEN (18) YEAR OLD STATUS

Eighteen year old students will be treated the same as all other students. They are expected to conform to all school rules and regulations. Failure to conform could result in counseling, suspension, expulsion, or exercising the option to leave school.

If a student has reached the age of 18 years and is not complying with our attendance policy, receiving failing marks in the majority of classes, and not making a reasonable attempt to change, the student will be withdrawn from Salem City Schools. This will be done with or without the consent of the student in question. Before this action is taken, the student and parent will receive a registered letter requesting a conference in an attempt to rectify the situation. If this letter is not acted upon within a two week period, automatic withdrawal from the Salem City Schools will take place.

We reserve the right to deny entrance to 18 year old students attempting to enroll during their junior or senior years. This decision will be made on an individual basis on the information that is provided.

VEHICLES

Any vehicle brought onto District premises by a student may be searched when the principal has reasonable suspicion to justify the search. The following are student driving regulations:

1. Students are not permitted to sit in or on cars before, during, or after school hours.
2. Student drivers will park only in the assigned area. Students will not use the teachers parking area.
3. Students are not permitted to park diagonally.

A.M. DETENTION 7:15-7:45

School Board policy states that detention shall be held for 30 minutes. Detention is to be served on consecutive days; it may be served on the same day issued, but not later than the day after receiving detention. If a student refuses or fails to serve assigned detention, he/she will face 3 days suspension or Saturday session. **If a student cannot take detention, he/she must inform the dean of students before he/she is due to serve.** Any student not following the guidelines established for attending detention will lose credit for the detention and appropriate disciplinary action will follow.

SATURDAY DETENTION 7:00-10:00 a.m.

H.S. Library

Saturday Sessions are to be served on the date which they are assigned. Students who fail to appear will receive the appropriate disciplinary action. Not attending Saturday school results in 3 days of in-school-suspension – Saturday school may be rescheduled before assigned date.

IN-SCHOOL/OUT-OF-SCHOOL SUSPENSION

To be “suspended” means that a student is temporarily denied the opportunity to attend classes and take part in or attend most school related activities; she/he may not be on any school property during a out-of-school suspension. Students will be allowed to make up only major tests or assignments that have a major impact on their grade. However, if the student does not make up all tests within the allotted time period (one week), “0’s” shall be given.

EXPULSION

To be “expelled” means to be barred from attending school classes and activities and from being on school property during the time of the expulsion. Expulsion may be recommended for students suspended on more than 3 separate occasions.

DANGEROUS WEAPONS

The definition of a “firearm” is the same as that provided in the Federal Gun-Free Schools Act of 1994, 20USC8001(A)(2). The definition of “firearm” is both broad and specific. The following devices are included in the definition of firearm and would invoke the one-year expulsion provisions of the law:

1. Any weapon (including a starters gun) which will or which is designed to or which may readily be converted to expel a projectile by the action of an explosive (including the frame or receiver of any such weapon) and any firearm muffler or silencer or any destructive device.
2. The term “destructive device” means any explosive, incendiary, or poison gas:
 - A. bomb
 - B. grenade
3. Any instrument that is used or intended to be used to cause harm to an individual

CONSEQUENCES OF MISBEHAVIOR

This student handbook is printed so students will 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 indicated. **This document is in no way meant to be all inclusive.**

Discipline takes many forms, some of which are personal counseling, parental conference, detention, Saturday school, In-School Suspension, Out-of-School Suspension or in serious cases, expulsion. If disruptive behavior is a continual problem, administrators may file charges at the Columbiana County Juvenile Court against a student for unruly behavior. **Corrective** measures will fit the individual needs of the student and school system.

Listed below are acts/activities that are **NOT** acceptable in school: this list serves only as an example of the types of behavior which are not appropriate.

- Excessive noise in the halls
- Wearing hats in the building
- Running, yelling or shoving at any time.
- Sitting on the tables or backs of chairs.
- Using cell phones and electronic devices except before school, after school, & during lunch periods.
- (IPods, Mp3 players, or other devices with headphones can be used only at the discretion of the individual teacher)
- Snowball throwing.
- Pepper spray, mace, or other such sprays.
- Squirt guns or “spraying” devices on Board of Education property.
- Laser pointers.
- Wearing non-prescription sunglasses in the building.
- Food/beverage in hallways, classrooms, on the second floor, in the library or study hall before or after school.
- Card playing or gambling types of games during the school day.
- Use or possession of any type of tobacco products or look-alike tobacco products. Cigarettes in your hand or mouth, lit or unlit.
- Refusing I.S.S.
- Gloves or “leather types” of hand wraps or coverings not worn for warmth
- NOTE: Any time a student is suspended (O.S.S.) he/she will **not** be permitted to attend any school-related activity or be present on Board of Education Property.

The following infraction/penalty chart is a guideline. The administration reserves the right to administer the appropriate action according to individual incidents that occur.

INFRACTION:

PENALTY

Harassment/Assault or threat of assault against a school employee/peer	10 days out-of-school suspension/expulsion
Fighting (regardless of who “starts” a fight) or assaulting another student	1st time = 5-10 days suspension/expulsion
Inducing a panic	10 days out-of-school suspension/expulsion
Any act of violence toward another student in quarrelsome manner	5 days suspension
Foul or inappropriate language directed at an employee/peer. Making a vulgar or obscene gesture toward a school employee/peer.	5/10 days school suspension/expulsion
Inappropriate behavior/disrespect toward a school employee/peer.	
Showing flagrant disrespect for the well being of others.	5-10 days school suspension
Throwing or “shooting” an object (e.g. a spitball) at an employee/peer	5 days suspension
Repeated violations of the schools discipline code	5-10 days suspension/expulsion
Repeated Suspensions	Recommendation for expulsion
Possession, handling, transmission, or concealment of weapon, or “look-alike”	10 days suspension with recommendation for expulsion
Possession of illegal drugs, inhalants, devices, look-alike drugs, alcohol or evidence of use in school, or at extracurricular events.	10 days suspension with recommendation for expulsion
Smoking or using smokeless tobacco or possession of any type of tobacco. This includes the possession or use of Vape Pens or any Electronic Cigarettes.	1st time = three days in-school suspension 2nd time = five days out-of-school suspension 3 rd time = ten days out-of-school suspension
Possession of exploding firecrackers, etc. or any other type of explosive device, stink bombs.	5-10 days suspension
Discharge or hand ringing of emergency (fire) alarms or equipment, notified “light sensor” or threatening the safety of others	10 days suspension with recommendation for expulsion
Theft of property	5 days suspension (restitution pending each case)
Failure or refusal to serve assigned detention	1 st time = 1 Saturday 2 nd time = In-School Suspension
Failure or refusal to serve assigned Saturday detention	3 days In-School Suspension
Not reporting for a teacher’s detention	4 detentions
Speeding or driving recklessly on school property or endangering the safety of other drivers.	1st time = 1 Saturday/Friday session & parent notified 2nd time = barred from driving on school property
Any activity which disrupts the normal educational process or a school activity can result in suspension. The severity of the disruption will dictate the length of suspension.	1-10 days suspension
Public display of affection (e.g. hugging, kissing).	1st time = warning issued 2nd time = 4 detentions 3rd time = parents notified & 1 Saturday session
Failure to follow in-school suspension rules	1 st time = Repeat that day 2 nd time = 5-10 Out-Of-School Suspension

INFRACTION

Failure or refusal to go to In-School Suspension

Plagiarism or Academic Cheating. Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word-for-word or in substance, and representing them as one's own, i.e. failure to use quotation marks, footnotes, or bibliography to indicate material used directly or substantially from other sources in written or oral reports. The definition would also apply to themes, poems, musical compositions, research reports, reviews, etc. or to any other work done in preparation for school assignments. Academic cheating means the attempt to obtain knowledge, information, or material from another person or source of information and to submit such work as the work product of the student. For example, giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part thereof as the work product of the student.

Disruptive behavior in the cafeteria during lunch

Inappropriate behavior in class, study hall, library, detention, hallways, restrooms, computer lab, in assembly, at extracurricular events, or on school grounds

Using foul language (overheard). Making a vulgar gesture or remark to another student.
Writing/drawing something vulgar or obscene on school property or someone else's property or possession of pornographic material

Taking food or drinks out of the cafeteria

Defacing school furniture, vandalizing school property.

Failure or refusal to follow the reasonable request/directive of a teacher, not reporting to the office when told to by a school employee, or failure to give your name to a school employee

Being in an area where a student is not assigned

Not telling the (complete) truth in regard to a disciplinary matter

Use of cellular phone during restricted school hours

EMERGENCY REMOVAL FROM CLASS

PENALTY

5-10 days Out-Of-School Suspension

Student will receive a zero for the assignment and/or test

1st time = Warning

2nd time = Lunch Detention. The duration will be based on the discretion of the staff member assigning the punishment.

3rd time = Permanent lunch detention, assigned seats, any ramification that is deemed appropriate by those assigned to lunch duty or the administration of the Salem Senior/Junior High School.

1st time=Warning

2nd time = 4 Detentions

3rd time= Saturday session

1st time=4 detentions

2nd time = 1 Saturday session

3rd time = 2 Saturday sessions

1st time = 4 detentions

2nd time = 1 Saturday session

Detention/Suspension depending on severity/restitution for damages

1st time=4 detentions

2nd time = 1 Saturday session

3rd time=2 Saturday sessions

1st time=4detentions

2nd time = 1 Saturday session

3rd time=2 Saturday sessions

1st time=4 detentions

2nd time = 1 Saturday session

3rd time=2 Saturday sessions

Staff discretion as to what action will be taken up to Confiscation of the phone/device.

Depends on the situation. If removal on an ongoing basis, permanent removal with a grade of "F" will result.

OHIO REVISED CODE

- 3321.01 A child between six and eighteen years of age is of compulsory school age.
- 3321.04 Every parent, guardian, or 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.

TERMINOLOGY:

1. TRUANT – Unauthorized absence from school or class without the knowledge of school officials and parents.
2. UNEXCUSED ABSENCE – Absence from school or class with the knowledge and/or consent of parent, but does not meet the school requirement for excused absence.
3. EXCUSED ABSENCE – Absence from school with knowledge and consent of both the school and parent. Parents may excuse their child from school only if the excuse meets one of the legally acceptable reasons listed below.
 - 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 vacation.
 - 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 doctors excuse.

ATTENDANCE PROCEDURES

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:

1. A parent or legal guardian should call the school (332-8905/332-8914) between 7:30 - 9:00 a.m. to report the student's absence.
2. Upon returning to school, all students must report between 7:30 and 7:50 a.m. to the attendance area at the south end of the cafeteria. A yellow admit slip will be given to each student.
 - A. Students arriving after 7:50 must report to the cafeteria and fill out a tardy slip and then present their absence excuses.
 - B. **The student must present a written excuse by the parent or guardian stating the specific date(s) missed and the definite reason for the absence. Please include student's last name.** Students have two days to provide the office with a proper excuse. Failure to do so will result in an unexcused absence. Parents may only provide personal notes for 10 absences. Each absence after 10 shall be covered by a medical excuse or it will be counted as an unexcused absence. Upon the seventh unexcused absence, a referral to Juvenile Court will be made.
3. Lateness, as well as absences, are recorded daily in the main office. For example: **Arriving** 7:50 - 10:31 = Tardy
10:32 - 11:22 = 1/2 day AM absence
11:23 - 2:44 = Full day absence
Leaving 7:50 - 11:22 = Full day absence
11:23 - 12:56 = 1/2 day PM absence
4. Failure to comply with attendance procedure will result in referral to Columbiana Juvenile Court and may lead to Ohio Revised Code 3321.13 revoking a juvenile's permit/driver's license without legitimate excuse.

EARLY EXCUSE

For a student to be excused from school before the normal school day ends at 2:44, he must present a note written by a parent or legal guardian stating the reason and time the early dismissal is desired. (This note is due in the Sr. High office between 7:30 and 7:50 for high school students and in the Jr. High office between 7:40 and 7:50 on the day the early dismissal is desired.)

TRUANCY

- A. Skipping class(es) or study hall
- B. Truancy from school, which includes leaving school without permission. This includes forging a note from a parent or having another party, other than a parent/guardian, call the school and request an early release for a student.

PENALTY

- 1st time = 1 Saturday
- 2nd time = 3 days In-school
- 1st time = 3 days In-school
- 2nd time = 5 days In-school
- 3rd time = 5-10 days Suspension & Citation to Juvenile Court
- After 10 unexcused absences, a formal Citation to Juvenile Court will be issued

Chronic and Habitual Truancy
Tardiness to School or class:(before and including 10:31a.m.)
A parental note will suffice for up to 10 episodes.

5 times in a 9-week period will result in 5 detentions - either lunch detention or morning detention
10 times in a 9-week period will result in an assignment to Saturday School
15 times in a 9-week period will result in an assignment to ISS. Although the number of tardies resets at the end of each 9-week period, once 25 tardies for the school year has been reached, 3 days of ISS will be the result for every 5th late arrival

Juniors and Seniors – Please note that 25 absences or 25 late arrivals to school will result in ineligibility regarding prom. This includes excused or unexcused absences and tardies.

STUDENT APPEARANCE WHILE IN ATTENDANCE

One's dress should be decent, discreet, and modest. It should not distract from the school environment. The reasonable judgment of the Principal will be used to determine what is acceptable appearance. Students are to comply with the following provisions:

Note: The areas listed are not intended to be all inclusive.

- 1) Clothing, jewelry, and hair must be worn in such a manner not to be a safety hazard
 - A. No hats, caps, headbands or bandanas
 - B. Extreme hair styles or colors are not permitted. Hair should not be distracting to the educational process.
 - C. No bare Midriff
 - D. No tube tops, halter tops.
 - E. No off-the-shoulder garments
 - F. No sheer clothing
 - G. No display of undergarments
 - H. Pants must be worn at waist level so that undergarments are not visible.
 - I. No chains, dog collars, or spiked bracelets/necklaces
 - J. No P.J.'s

- K. Students are permitted to wear acceptable shorts any day of the school year. Shorts worn to school, however, must be modest: not distracting or offensive or otherwise inappropriate.
- 2) No facial piercing (earrings are acceptable)
- 3) No patches on or printed garments or article deemed offensive, sexually suggestive, condoning violence, drug/alcohol/tobacco use or advertisement, suicide, vulgar or suggestive language.

The final decision on any questionable student appearance will reside with the Principal or Assistant Principal.

Students who wear improper clothing will be subject to a disciplinary procedure.

If you are not sure that your school outfit will be acceptable, wear something else.

Penalties for the above violations: Situational – student may spend the day in In-School Suspension

- 4) Non-sanctioned club garb is not permitted to be worn. Any and all gang signs are prohibited in the school building or at sporting events. This includes but is not limited to, one pant leg rolled up, colors hanging from pockets or tied around legs or arms, and gang related shirts or jewelry.
- Penalty: 1st time = 5 days suspension
 2nd time = 10 days suspension

1st PERIOD OPTION

Juniors and Seniors may have a first period option. These students must report before the start of 2nd period to the cafeteria .

To exercise the option period, the students must meet the following criteria.

1. 2.2 grade point average
2. Passed all parts of the Ohio Graduation Test
3. 5 or fewer absences from the previous year. Students can not miss 5 days or be tardy to school more than 4 times the current school year.
4. No discipline infractions
5. The administration will have the final approval for students seeking a first period option.
6. No more than 10 tardies from previous year.

Any abuse of this option will result in denial of the privilege.

VACATIONS DURING THE SCHOOL YEAR/COLLEGE VISITATIONS FOR JUNIORS/SENIORS:

A student going on vacation who will miss school days (e.g. before or after spring break) should know that only trips pre-approved by an administrator and taken with parents are considered excused absences. College visitations are counted as an excused absence. Each junior and senior is permitted three per school year. We prefer such visits to take place over the weekend or after school hours if possible. The visit must be pre-approved by a High School administrator and pre-arranged with the college and shall include an interview with admissions counselor and tour of the campus. Documented verification from the college is to be presented upon return to school. **All excused absences will be counted toward the total number of days missed for semester and year-end attendance.**

PERFECT ATTENDANCE

Constitutes no half-day or full day excused or unexcused absences from school or no penalty tardies/truancies to school.

BEHAVIORAL GUIDELINES FOR DANCES AND EXTRACURRICULAR ACTIVITIES

We expect the behavior of our students at extracurricular activities to be of the highest caliber. Students must be in school a half-day or have an acceptable excuse, on that day, in order to attend extracurricular activities. Inappropriate behavior may lead to denying one the privilege of attending dances and extracurricular activities for the remainder of the school year.

ACADEMIC ELIGIBILITY FOR ATHLETES AND EXTRACURRICULAR ACTIVITY PARTICIPANTS

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity a student must have maintained at least a 1.75 grade point average prior to the grading period in which he/she wishes to participate. Students who do not possess the minimum grade point average, but meet the OHSAA participation and eligibility standards are candidates for “Conditional Eligibility” with the following stipulations:

- 1) the athlete will be required to attend a minimum of two (2) hours per week of study assistance to a maximum of four (4) hours per week as determined by the principal or designee.
- 2) The athlete must complete a weekly eligibility form for each class taken
- 3) The athlete must complete all assignments in each class to receive a passing mark for the week in each class
- 4) The athlete must maintain a weekly minimum grade point average of a 2.0 to be eligible for that week
- 5) Eligibility can be gained or lost on a week to week basis

Weekly eligibility records will be maintained to monitor the progress of students who have received a failing grade (F) in any course prior to the nine (9) week grading period in which he/she wishes to participate.

Salem City Schools Athletic Code of Conduct

PHILOSOPHY

The Salem Board of Education believes that interscholastic athletics can be an important aspect of a student's overall educational experience. The Board believes that the experiences gained while involved in interscholastic athletics can have a lifelong impact.

Participation in extracurricular activities is a privilege, not a right. Students volunteer to participate in the extracurricular activities offered and are expected to accept the responsibilities granted them by this privilege. In return, the Board of Education seeks to provide in this Athletic Code of Conduct a clear set of expectations and guidelines that will be fairly and uniformly enforced.

ELIGIBILITY

1. OHSAA Requirements:
 - a. Grades 9-12: A student athlete must be currently enrolled in a member school and have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately preceding grading period. The eligibility or ineligibility of a student begins immediately once all grades are submitted to the Principal's office.
 - b. Grades 7-8: A student athlete must be currently enrolled in a member school and have received passing grades in 5 of those subjects carried the preceding grading period in which the student was enrolled.
 - c. Summer school and other educational options may not be used to substitute for failure to meet academic standards during the last grading period of the school year.
 - d. A student participating in Quaker Tech or that is home schooled, must take a minimum of one class in the building. The student must also adhere to either (a.) or (b.) as stated above depending upon grade level.
 - e. Students participating in Post-Secondary Educational Option (PSEO) must check with the Athletic Director at the beginning of each grading period to make sure enough credits are being taken.
2. Salem City Schools Requirements (Grades 7-12 BOE Policy 2431)
 - a. A student must maintain at least a 2.0 scholastic grade point average prior to the grading period in which he/she wishes to participate.
 - b. A student who does not possess the minimum grade point average but otherwise meets the OHSAA participation and eligibility standards is a candidate for "Conditional Eligibility" with the following stipulations:
 - 1) The student athlete will be required to attend a minimum of two (2) hours per week of study assistance to a maximum of four (4) hours per week as determined by the principal or Athletic Director.
 - 2) The student athlete must complete all assignments in each class to receive a passing mark for the week in each class.
 - 3) The student athlete must maintain a weekly minimum grade point average of a 2.0 to be eligible for that week.
 - c. Eligibility for all student athletes who are placed on Conditional Eligibility will be on a week to week basis. The Athletic Director shall monitor and be responsible for determining the eligibility of the student athlete and shall report to the head coach on the following Monday.

GENERAL REGULATIONS (For all students Grades 7-12)

The Salem City School District believes that, due to their high visibility, student athletes have a strong influence on members of the student body as well as the community. Their conduct, while representing a team, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the athletic program and the standards of the school. In addition to following this athletic code, student athletes are reminded that they are responsible for strict adherence to all provisions of the Student Handbook.

1. Comply with all eligibility requirements of the Salem City Schools and any governing agency, such as the Ohio High School Athletic Association (OHSAA) including but not exclusive to those requirements pertaining to age, scholarship, residency, and attendance. (See OHSAA.org for further information)

2. All athletic activities require a Physical Examination, Proof of Insurance form, an Emergency Medical Authorization form (EMA), OHSAA Authorization form, and a signed copy of receipt of the Code of Conduct form. All of these items must be on file in the Athletic Department prior to the first day of practice. A student will be excluded from practice until all required information is submitted to the Athletic Director.
3. Each coach or advisor shall develop a set of rules and regulations specific to his/her activity. Compliance with these rules and their enforcement shall be handled by the coach or advisor. These rules and regulations as well as the Athletic Code of Conduct will be applied in a fair and even-handed manner. A copy of these rules shall be presented to and announced orally to each participant at or near the first day of practice and a copy will be placed in the Athletic Director's office. (Examples: curfew, failure to attend practice, personal conduct, personal appearance, etc.)
4. Any student athlete who is arrested on any charge, no matter what the offense, must report the matter to his or her coach within three (3) school days. When or if released from police custody, the student athlete shall be subject to, at the minimum, denial of participation in the next contest. When criminal misconduct occurs or is alleged to have occurred within the public domain, legal proceedings are pending, or if the alleged crime is of a severe nature (for example, theft, assault, damage to property, and possession of dangerous weapons or controlled substances), the Administration may impose disciplinary action if the charges are substantiated.
5. A student athlete whose name is reported to an administrator, directly or indirectly (through law enforcement officers, police reports, notes, other records, student and/or citizen reports, etc.), for conduct that violates this Code shall be subject to an investigation, which shall include an interview with the student athlete, and appropriate consequences. The standard applied to an investigation of this nature is whether the information provided to the Athletic Director is considered reliable.
6. Participants are required to attend school for at least ½ a day in order to practice or participate in an athletic contest. Half a day is defined as arriving to school before the end of 4th period or leaving school after the completion of 4th period, absent an emergency or an otherwise extraordinary situation. Attendance on Friday carries over to weekend events. This means that, absent an emergency or an otherwise extraordinary situation, if a student athlete is not in school for the required ½ day on Friday, he/she is not eligible to participate in a Saturday contest.
7. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from fund raising projects, must be paid prior to participation in any present or future athletic activity. This also includes the returning of all equipment from a previous sport in which the student athlete participated. If equipment and/or uniforms are not turned in at the end of an athletic season the student athlete will be charged fair replacement value which must be paid prior to participation in a new sport.
8. In the event that school is cancelled, all Salem Junior High School activities are also cancelled. At the high school level, no practices shall be held before 1:00 p.m. and then only with the approval of the Superintendent. The Superintendent and Athletic Director shall determine if any scheduled contest will be played or rescheduled.
9. No student shall plan, encourage, or engage in any hazing/bullying. Hazing/bullying is defined as any written, verbal, graphic or physical act a student has exhibited toward another student that causes or is likely to cause mental or physical harm to the student and is sufficiently severe, persistent or pervasive, that it creates an intimidating, threatening or abusive educational/athletic environment. Hazing/bullying includes any aggressive behavior and/or inappropriate conduct that is serious enough to negatively impact a student's educational, physical, or emotional well-being. Aggressive behavior can include stalking, intimidating, menacing, coercion, name-calling, taunting or threats.

The administration will address substantiated misconduct related to hazing/bullying with consequences that are swift and severe.
10. Student athletes who wish to participate in two sports during the same season shall be required to meet with the head coaches of each sport and the Athletic Director, along with the parents of the student athlete. This meeting must take place prior to the first day of official practices. The student athlete must establish his/her primary sport at the meeting and establish how scheduling conflicts will be addressed, as provided by Board Policy.

DRUGS, ALCOHOL, TOBACCO AND WEAPONS

All student athletes must abide by the Code of Student Conduct and the Athletic Code of Conduct. The provisions of the Athletic Code of Conduct are applicable three hundred sixty-five (365) days per year and twenty-four (24) hours per day. The provisions apply to conduct on or off school property. Infractions that occur at the Junior High School will not be carried over to or form the basis of enhanced consequences at the High School.

An student athlete who violates the Athletic Code of Conduct may be subject to consequences for a prior offense at a future date, whenever the offense is discovered by the Administration. The student athlete may also be disqualified from participation in the sport in which he/she is currently participating even if the offense occurred during a previous sport season.

As part of the District's substance abuse prevention efforts, drug testing, based upon reasonable suspicion, will be required of all students participating in after school activities, grades 7-12 in order to:

1. Provide for student health and safety;
2. Undermine the effects of peer pressure;
3. Encourage participation in treatment programs, at parent expense, for student athletes with a substance abuse problem.
4. Any student athlete who refuses to submit to a drug and/or alcohol test, upon request, will be treated as though he/she failed the test and/or was in violation of Section 2, Use of Illegal Drugs and/or Alcohol, below.

No student athlete will be penalized academically for testing positive for illegal or performance-enhancing drugs. Test results will not be documented in any student's educational records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent a valid and binding subpoena or other legal process, which the District will not solicit. In the event of a subpoena or other legal process, the District will notify the student's parents at least seventy-two (72) hours prior to releasing information.

The cost of student drug testing will be shared as follows:

- Parents will be responsible for the cost of a drug test if the results are positive.
- The District will pay the cost of a drug test when the results are negative.

Prohibited conduct under this Athletic Code of Conduct and potential consequences include but are not limited to the following:

1. Sale/Distribution of Illegal Substances/Possession of a Dangerous Weapon (year round policy)

First Offense: Dismissal from athletic team(s) for one (1) calendar year from the date of the infraction concurrent with expulsion from school as is required under the Code of Student Conduct.

Second Offense: Forfeiture of eligibility to participate in all Salem City Schools athletics for the remainder of the student's school career.

2. Use of Illegal Drugs and/or Alcohol

First Offense: A student athlete may be denied participation in one (1) or more athletic contests; be required to complete ten (10) or more hours of community service as assigned and/or approved by the High School Administration; and/or be required to consent to participate in and complete a drug/alcohol assessment and rehabilitation program.

Second Offense: A student athlete may be denied participation in all athletics for one (1) calendar year.

Third Offense: A student athlete may forfeit eligibility to participate in all Salem City Schools athletics for the remainder of the student's school career.

3. Smoking/Use of Tobacco

First Offense: Student athletes will not be permitted to attend practice for 3 days. If this should result in a lack of playing time, so be it.

Second Offense: A student athlete will be denied participation in the amount of contests that is deemed appropriate by the Athletic Director in conjunction with the input of sport coaches.

Third Offense: A student athlete shall be denied participation in all athletics for one (1) calendar year.

Please note that these rules apply to the student athlete's main sport. Hence, a student athlete may not circumnavigate the system by participating in a new sport to avoid loss of playing time. To wit; If a student athlete is caught not following this policy and the result is a loss of playing time for the following sport season, they will not be permitted to avoid the suspension by participating in, and then quitting, a sport that occurs earlier in the year.

The above rules are guidelines. The Athletic Department, Administration, and the Salem Board of Education reserve the right to amend or deviate from the guidelines as they deem appropriate.

PLEASE KEEP THIS PORTION FOR YOUR RECORDS

CLUBS AND ACTIVITIES

Clubs, Teams, Organizations, and Activities are an important part of student life at Salem High School. Students are encouraged to become involved in as many organizations and teams as their time, schedule, and personal desires allow. Organizations available to students are listed below. *Grade requirement for National Honor Society is 3.5.

Band	National Honor Society
Chorus	TACT
Starfish	OWE
German Club	Peer Education Panel
Spanish Club	Math Club
Key Club	Peer Tutoring
Interact Club	Pep Club
Yearbook	Journalism
Theatre Production	Computer Club
Academic Challenge	National Art Honor Society
Project Support	Interscholastic Swimming/Diving
Student Council	

ATHLETIC TEAMS

Girls' and Boys' Golf	Football
Volleyball	Girls' and Boys' Tennis
Girls' and Boys' Soccer	Girls' and Boys' Cross Country
Girls' and Boys' Basketball	Wrestling
Girls' and Boys' Track	Baseball
Softball	Girls' and Boys' Swimming

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.

Sexual Harassment:

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

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

- A. Verbal
- B. Non-verbal
- C. Physical

SALEM CITY SCHOOLS QUAKER TECH ACADEMY (QTA)

Policies

Information relating to SALEM CITY SCHOOLS policies for students who obtain services from the Quaker Tech Academy is included in this section.

Acceptable / Unacceptable Computer and Internet Use Policy

The following material applies only to students who are utilizing the e-learning programs which gives them the opportunity to do their work via a computer.

Quaker Tech Academy (Salem City Schools) gives students access to interconnected computer systems within the Academy and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

All students must take responsibility for appropriate and lawful use of this access. Students must understand that their misuse of the network and Internet access may jeopardize their ability to enjoy such access. While Salem City School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

Salem City Schools provides each student with the tools and equipment necessary for participation in the Quaker Tech Academy. The equipment shall not be abused, misused, or disassembled. Parents and students hereby accept responsibility for damages resulting from abuse, misuse, or disassembly, and agree to abide by appropriate disciplinary actions. Students who transfer to another school, withdraw, graduate, are expelled or leave the Salem City Schools for any reason, must return all tools and equipment in working order that have been provided to them to work at home. Tools and equipment loaned to the students are to be returned in the original packing materials, to the Salem City Schools Central Office located at 1226 E. State Street, Salem, OH 44460. Damaged or stolen equipment must be reported to the Salem City Schools immediately.

Upon entrance into the Quaker Tech Academy, an Acceptable / Unacceptable Computer and Internet Use Policy ("Policy") of the Salem City Schools must be signed and kept on file. Upon reviewing, signing, and returning this Policy each student is agreeing to follow the Policy. If a student is under 18 years of age, he/she must have his/her parents or guardian read and sign the Policy. Salem City Schools cannot serve any student who, if 18 or older, fails to sign and submit the Policy to Salem City Schools as directed, or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Insurance for Equipment to be Used at Home

As part of the Quaker Tech Academy, a student may be provided with tools and equipment for use at their home. This equipment and related school supplies received are the property of the Salem City Schools and assigned to you/your child for use while enrolled in the program. A Financial Responsibility Notice will be given to you for review, and signature, and must be returned per the instructions listed.

Privacy

Network and Internet access is a tool for your education. The Salem City Schools reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Salem City Schools and no user shall have any expectation of privacy regarding such materials.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service, and the Salem City Schools must be notified of such changes.

Internet Connectivity: Dial Up / Cable / DSL Lines

If a student is receiving Salem City School's services, the Quaker Tech Academy will pay for the cost of cable or DSL and hook up of our choice if one is not installed already in the home. Failure to properly use this privilege can result in disconnection of services and/or removal from QTA.

Warranties / Indemnification

The Salem City Schools makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, a user is taking full responsibility for his/her use. In the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Salem City Schools, and the Quaker Tech Academy harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the parent(s) or guardian(s) agree to cooperate with the Salem City Schools in the event of the initiating of an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a Salem City Schools' computer or on another computer outside the Salem City Schools network.

Complaints about Curriculum / Instructional Materials

The Board recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the Board's educational philosophy and goals.

If a parent requests that his/her own child not read a given material, the teacher and/or school administrator should resolve the issue, perhaps by arranging for the use of alternative material meeting essentially the same instructional purpose.

The Board assumes final responsibility for all books and instructional materials which it makes available to students, and it holds its professional staff accountable for their proper selections. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and provides for the reevaluation of materials in collections upon formal request.

Student Enrollment / Records / Services

Student Enrollment Policy

All students interested in the Quaker Tech Academy (QTA) will be enrolled in the resident district, Salem City Schools School District, prior to receiving a review/ recommendation by the QTA Supervisor to be enrolled in the program. Notification and student records for all enrollees are to be forwarded to the Administrative office by the resident school where the student is enrolled.

Student Placement in the QTA

The student may be placed in the QTA program after review/recommendation by the IAT team through the building where the student is registered. After final approval at the building level from the building principal and/or counselors, the student may receive services from the Quaker Tech Academy. Upon approval, the QTA Supervisor will work with the student's principal and/or counselor in order to build the student's schedule.

Full Time Salem High School Students Taking Quaker Tech Academy Classes—General Rules

May take any Quaker Tech Academy course that isn't currently offered at the high school, or if there is a scheduling conflict. Credit will be received, but it will be pass/fail. Unlimited classes may be taken because it does not impact GPA or Class Rank. All students, QTA or full time Salem High School, must take a minimum of 12 credits in the brick and mortar school in order to be considered for any academic honors, rankings, awards, or scholarships.

Full Time Salem High School Students Taking Quaker Tech Academy Advanced Placement Courses

Full time Salem High School students may only take Advanced Placement courses due to scheduling issues/conflicts and only with the prior approval of the building principal. A weighted grade will be given and credit earned only if the student receives a grade of 4 or 5 on the Advanced Placement Test. This is put in place to ensure that the student has mastered the material and that the work has been done on his/her own thus ensuring the integrity of the weighted grade and credit. The normal credit and non-weighted grade will be given if the student does not receive a grade of 4 or 5 on the Advanced Placement Test.

Full Time Quaker Tech Academy Students—General Rules

May take any course online. Courses are limited to a maximum of seven (7) credits per year. Grades will be earned. All students, QTA or full time Salem High School, must take a minimum of 12 credits in the brick and mortar school in order to be considered for any academic honors, rankings, awards, or scholarships.

Full Time Quaker Tech Academy Students—Advanced Placement Courses

A weighted grade will be given and credit earned only if the student receives a grade of 4 or 5 on the Advanced Placement Test. This is put in place to ensure that the student has mastered the material and that the work has been done on his/her own thus ensuring the integrity of the weighted grade and credit. The normal credit and non-weighted grade will be given if the student does not receive a grade of 4 or 5 on the Advanced Placement Test.

Full Time Quaker Tech Academy Students—Attending School Activities

Full time QTA students are permitted to attend all school activities permitted that their coursework is current. Open enrollment students whose graduating class has graduated within the last two years may attend school activities upon the approval of the high school principal.

Full Time Quaker Tech Academy Students—Athletic Eligibility

Full time QTA students must, upon enrolling, immediately alert the QTA Supervisor and Guidance Counselor of the intent to participate in athletics or band, must be enrolled in 5 credits (1 in the actual high school), and must be completing coursework on time. Courses will be divided over four (4) nine week periods for eligibility reasons and the QTA Supervisor and Guidance Counselor will work with the student to make this happen.

Student Failure to Participate

Students removed from the QTA program for failure to participate will be expected to return any Salem City Schools equipment in their possession. Additionally, the student will return to the brick and mortar school and begin instruction immediately. Failure to comply will result in truancy charges being filed.

Gifted Services

Policies and procedures are in place that follow the State Department “Model Policies and Plan for the Identification of Children Who are Gifted.” The Salem City School District selects and administers testing instruments from the state-adopted list that allows appropriate screening and identification of children, including those who are culturally and linguistically diverse, children from low socioeconomic status, children with disabilities, and children for whom English is a second language.

You may contact the staff for more information on this plan and the procedures for identification of children who are gifted.

Special Education Services

A full range of special education services is provided through the Salem City Schools School District. Information regarding this program may be obtained from the Special Services division of the Salem City Schools School District and/or the counselors or the school principal where the student is enrolled in the event that you desire additional information. You may contact the Salem City Schools staff for more information on this plan and the procedures for the Special Education Services.

Pacing Chart

The exact amount of time required to complete each weeks’ worth of work will vary depending on a number of factors (unit requirements, student’s readiness and determination). The following is an average that students can use to help make sure that they are keeping up with their work. Remember that it is the responsibility of each student to stay on track.

Please keep in contact with the Quaker Tech Academy staff to keep them informed of your progress and to let them know if there are any additional needs.

For a typical class, a student needs to plan approximately 4 hours per week to keep on track with assignments.

If working at home full-time, each student needs to plan on the following amount of time to complete his/her assignments:

Approximately **25 – 26 hours per week**

Approximately **230 hours each 9 weeks**

Approximately **460 hours per semester**

Approximately **920 hours per academic year**
(Per Ohio Department of Education requirements)

The academic calendar on the following page indicates the beginning and ending of school for both teachers and students, utilizing the schedule students attending the brick and mortar school.

A student working at home full-time, will begin and end school on the same dates as the brick and mortar school student, but will have access to classes 24 hours a day, 7 days a week, with concentration on the weekly hours needed to complete assignments, which in turn will accumulate to the approximate hours needed for each 9 week period, then semester hours, and then to the completion of approximately 920 hours for the academic year.

A student attending the brick and mortar school will have his/her schedule assigned by the counselors of the school.

Absence, Attendance and Participation

Regular attendance is essential to good school work. It is the parents’ responsibility, under the law, to see that children are regular in attendance, including the students enrolled in e-learning whether at school or at home. If a student is absent for seven (7) consecutive calendar days, a phone call to the home will be made regarding the student’s attendance.

Attendance in e-learning is defined as:

A weekly, meaningful contact with each assigned teacher. A week is defined as Monday through Friday (regularly scheduled school hours) for those in the brick and mortar school, and Monday through Saturday at midnight for those working as a student in the home. Meaningful contact is defined as:

- a) Turning in a completed assignment.
- b) Asking pertinent questions in regard to an assignment.
- c) Contributing to academic discussions when asked.

Students must comply with the aforementioned attendance/punctuality requirements. In addition, a student who is working via the computer at home may work longer hours on one day and fewer the next. It is also permissible to log hours on the weekends or during scheduled holidays, keeping in mind that teachers/support staff are not required to respond to students on weekends or holidays. If a student is utilizing a program at one of the Salem City schools, he/she will abide by the hours of the school, which normally will consist of a 5 day week, whenever the school is open. If a student does not comply with the attendance requirements, the policies detailed below will apply.

Excessive absences and/or non-participation means being absent without an excuse. Excessive absences or non-participation may also have an effect on grade promotion.

The policy established for students who are in violation of the school's attendance is as follows:

1. If the student does not complete the expected number of assignment(s) within a period of seven (7) days, the QTA will make a phone call to the student/parent/guardian informing them that the student is behind and to see if there is a problem.
2. If the student does not submit the expected number of assignment(s) within a period of seven (7) days of the phone call, the student, parent(s), and guidance counselor will receive a letter notifying them of the student's unacceptable pace for submitting assignments.
3. If the student does not respond to the letter by submitting assignments within seven (7) days, the QTA Supervisor will send a registered letter informing the student that he/she needs to complete assignments or he/she will be dropped from the program. At this time, the Supervisor will also require a face to face meeting with the student and parent/guardian.
4. If the student does not respond by submitting assignments within seven (7) days of the initial letter and meeting, QTA will assume the student does not intend to remain in the course(s) and the student will be administratively dropped from the course.
5. The QTA staff will complete a Student Contact Record form, which will indicate that the student has been contacted for lack of participation. The parents, school, and district office will each receive a Final Grade Report notifying them that the student has been administratively dropped from the course.
6. Excessive absences may result in the student's removal from the QTA.
7. All decisions by the QTA Supervisor will be final.

House Bill (H.B.) 204 created procedures in the Ohio Revised Code allowing schools to appoint hearing officers to revoke and/or deny driving privileges to truant students. This law applies to all persons under age 18 who drop out of school, who are habitually absent from school without legitimate excuse, or who have been expelled or suspended from school for using or possessing alcohol, drugs, or both.

Graduation Requirements

Quaker Tech Academy students will be required to meet the Salem City Schools policy for graduation from Salem City High School.

Contact Information

If there is a problem with any of the scheduling or use of the program(s), do not hesitate to contact numbers listed in this document.

Contact Numbers

**QTA Help Center
Matt Freeman
Quaker Tech Academy Supervisor**

**Office Phone
330-332-0316 ext. 58266**

**Cell Phone
330-831-6134**

**Email Address
freemamm@salem.k12.oh.us**

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

5630.01 - POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This Policy shall be made available to parents annually and shall be published on the District's website.

DEFINITIONS

Aversive behavioral interventions means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste.

Chemical restraint means a drug or medication used to control a student's behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

De-escalation techniques are strategically employed verbal or non-verbal interventions used to reduce the intensity of threatening behavior before a crisis situation occurs.

Functional behavior assessment ("FBA") is a collaborative problem-solving process that is used to describe the "function" or purpose that is served by a student's behavior. Understanding the "function" that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

Mechanical restraint means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose. Mechanical restraint does *not* mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including:

- A. restraints for medical immobilization;
- B. adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
- C. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent means:

- A. a biological or adoptive parent;
- B. a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);
- C. an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare;
- D. a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or

- E. any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does *not* include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Positive Behavior Support Plan means the design, implementation, and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in behavior through skill acquisition and the reduction of problematic behavior.

Prone restraint means physical or mechanical restraint while the student is in the face-down position for an extended period of time.

Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

Student means a child or adult aged three (3) to twenty-one (21) enrolled in the District.

Student Personnel means teachers, principals, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, or other District staff who interact directly with students.

Timeout means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. preventative assessments that include:
 - 1. review of existing data;
 - 2. interviews with parents, family members, and students; and
 - 3. examination of previous and existing behavioral intervention plans.
- C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including:
 - 1. modification of environmental factors that escalate inappropriate behavior;
 - 2. supporting the attainment of appropriate behavior; and
 - 3. use of verbal de-escalation to defuse potentially violent dangerous behavior.

The Superintendent shall develop emergency procedures for the District.

SECLUSION

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student.

Additional requirements for the use of seclusion:

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;

- D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- E. complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion *must not be locked* or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:

Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for less restrictive alternatives;
- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
- G. as a means to coerce, retaliate, or in a manner that endangers a student; or
- H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

RESTRAINT

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is possible. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this Policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Additional requirements for the use of physical restraint:

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- E. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");
- B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
- C. physical restraint that impacts the student's primary mode of communication;
- D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
- E. restraint that deprives the student of basic needs;
- F. restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves the intentional, knowing, or reckless use of any of the following techniques:
 - 1. using any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way;
 - 2. pinning down the student by placing knees to the torso, head and/or neck of the

student;

3. using pressure points, pain compliance, or joint manipulation;
 4. dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
 5. using other students or untrained staff to assist with the hold or restraint; or
 6. securing the student to another student or to a fixed object.
- G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
- H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. corporal punishment;
- B. child endangerment as defined in Ohio Revised Code 2919.22; and
- C. aversive behavioral interventions.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT

The District shall provide training as follows:

- A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-51-15; and this Policy.
- B. the Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.

- C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

Implementation of PBIS throughout the District may be a multi-year process, with training taking place over several years.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES

The Superintendent shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

REQUIRED DATA AND REPORTING

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

* Adapted from the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion, adopted January 15, 2013.

Adopted 5/21/13