

STUDENT HANDBOOK 2023 - 2024



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**Dear Students:**

Welcome to another exciting school year!

This handbook will help you successfully chart your future as a student here at Salem High School. Consider it a guidebook to membership in our educational community.

All students have an obligation to review the bell schedule, school calendar, discipline procedure, and academic policies of our building. If this is your first year with us, it is important that you and your guardians read this book thoroughly.

This handbook was prepared exclusively for your reference and contains information that will be helpful to you as a student. Although the handbook attempts to detail as much information for you as possible, it is still only a "guide." Most of us know when we are *doing the right thing*. *Doing the right thing* is fulfilling a big part of your obligation as a student here at Salem High School.

We encourage you to take the time to introduce yourself to the faculty and staff of the high school. Let them know that you are ready to continue your education and to become a proud member of our educational community. Also, do not hesitate to approach your teachers, counselors, or the high school administration for answers to questions relating to student life. Take your education seriously.

Congratulations on continuing your education and becoming a member of our educational community for the 2023–2024 school year.

Yours in Education,

The Administrative Team

SALEM HIGH STUDENT HANDBOOK 2023–2024 CONTENTS

|   |    |
|---|----|
| A MESSAGE FROM THE ADMINISTRATION ..... | 2  |
| BELL SCHEDULES .....                    | 6  |
| HOMEROOM/ATTENDANCE .....               | 7  |
| HEALTH SERVICES.....                    | 10 |
| GRADUATION REQUIREMENTS .....           | 13 |
| ATTENDANCE.....                         | 14 |
| MARKING PERIODS.....                    | 18 |
| DRESS CODE .....                        | 19 |
| ELECTRONIC DEVICES .....                | 23 |
| FIRE/EMERGENCY DRILLS .....             | 23 |
| EMERGENCY CLOSING OF SCHOOL.....        | 25 |
| PLAGIARISM .....                        | 26 |
| CLUBS/ACTIVITIES .....                  | 32 |
| ATHLETIC PROGRAMS .....                 | 34 |
| P. B. S. I. S.....                      | 40 |
| DISCIPLINE GRID.....                    | 43 |
| DISTRICT CALENDAR .....                 | 53 |



#### **THE MISSION OF THE SALEM PUBLIC SCHOOL DISTRICT**

The Salem City School District will be a high performance district as demonstrated by the Salem City students who:

Objectives: Exceed state standards in literacy and computation, develop intrinsic motivation to pursue education in and outside of the classroom setting, master the skills necessary to retrieve and analyze information, and become lifelong learners.

## **ALMA MATER**

Salem High we bring to thee  
All our love and loyalty  
We would ever sing the praise  
Of our golden high school days.  
In the hall and on the field  
Blue and White we'll ever shield.  
Proud are we to hail thy name.  
Gladly spread we Salem's fame.

Salem High School we revere  
Thy traditions hold most dear.  
Faithful school that gave to us  
Honor bright, a sacred trust.  
Give us wisdom to be true  
To thy colors white and blue  
So when life its course has run  
We shall feel our work well done.

## **SALEM FIGHT SONG**

Salem High School, Salem High  
School  
Lift your banners high  
Salem High School, Salem High  
School  
Let your colors fly –  
In the fight with all your might  
Until the game is o'er  
Fight for the glory of old Salem  
High!

## **GLORY TO YOU, SALEM HIGH**

I'll never whisper your great glory;  
I'll never whisper your proud story.  
[As] long as the moon lights up the  
dark night  
[As] long as the sun in the sky brings  
the light,  
I'll shout from the classroom to the  
ball field.  
Shout that our fighting RAMS will not  
yield.  
Let all the world come join our proud  
cry:  
"Glory to you, Salem High!"

**MOTTO:** Light, More Light

**SCHOOL COLORS:** Royal Blue and  
White

**MASCOT:** Ram



## BELL SCHEDULES

| Regular Schedule |       |         |      | Early Closing Schedule |       |         |      |
|------------------|-------|---------|------|------------------------|-------|---------|------|
| HR               | 7:36  | - 7:50  | 0:14 | HR                     | 7:36  | - 7:50  | 0:14 |
| 1                | 7:53  | - 8:36  | 0:43 | 1                      | 7:53  | - 8:21  | 0:28 |
| 2                | 8:39  | - 9:22  | 0:43 | 2                      | 8:24  | - 8:52  | 0:28 |
| 3                | 9:25  | - 10:08 | 0:43 | 3                      | 8:55  | - 9:23  | 0:28 |
| 4                | 10:11 | - 10:54 | 0:43 | 4                      | 9:26  | - 9:54  | 0:28 |
| 5A Lunch         | 10:57 | - 11:27 | 0:30 | 5A Lunch               | 9:57  | - 10:27 | 0:30 |
| 6/7              | 11:30 | - 12:13 | 0:43 | 6/7                    | 10:30 | - 10:58 | 0:28 |
| 8/9              | 12:16 | - 12:59 | 0:43 | 8/9                    | 11:01 | - 11:29 | 0:28 |
| 10               | 1:02  | - 1:45  | 0:43 | 10                     | 11:32 | - 12:00 | 0:28 |
| 11               | 1:48  | - 2:31  | 0:43 | 11                     | 12:03 | - 12:31 | 0:28 |
|                  |       |         |      |                        |       |         |      |
| HR               | 7:36  | - 7:50  | 0:14 | HR                     | 7:36  | - 7:50  | 0:14 |
| 1                | 7:53  | - 8:36  | 0:43 | 1                      | 7:53  | - 8:21  | 0:28 |
| 2                | 8:39  | - 9:22  | 0:43 | 2                      | 8:24  | - 8:52  | 0:28 |
| 3                | 9:25  | - 10:08 | 0:43 | 3                      | 8:55  | - 9:23  | 0:28 |
| 4                | 10:11 | - 10:54 | 0:43 | 4                      | 9:26  | - 9:54  | 0:28 |
| 5/6              | 10:57 | - 11:40 | 0:43 | 5/6                    | 9:57  | - 10:25 | 0:28 |
| 7B Lunch         | 11:43 | - 12:13 | 0:30 | 7B Lunch               | 10:28 | - 10:58 | 0:30 |
| 8/9              | 12:16 | - 12:59 | 0:43 | 8/9                    | 11:01 | - 11:29 | 0:28 |
| 10               | 1:02  | - 1:45  | 0:43 | 10                     | 11:32 | - 12:00 | 0:28 |
| 11               | 1:48  | - 2:31  | 0:43 | 11                     | 12:03 | - 12:31 | 0:28 |
|                  |       |         |      |                        |       |         |      |
| HR               | 7:36  | - 7:50  | 0:14 | HR                     | 7:36  | - 7:50  | 0:14 |
| 1                | 7:53  | - 8:36  | 0:43 | 1                      | 7:53  | - 8:21  | 0:28 |
| 2                | 8:39  | - 9:22  | 0:43 | 2                      | 8:24  | - 8:52  | 0:28 |
| 3                | 9:25  | - 10:08 | 0:43 | 3                      | 8:55  | - 9:23  | 0:28 |
| 4                | 10:11 | - 10:54 | 0:43 | 4                      | 9:26  | - 9:54  | 0:28 |
| 5/6              | 10:57 | - 11:40 | 0:43 | 5/6                    | 9:57  | - 10:25 | 0:28 |
| 7/8              | 11:43 | - 12:26 | 0:43 | 7/8                    | 10:28 | - 10:56 | 0:28 |
| 9C Lunch         | 12:29 | - 12:59 | 0:30 | 9C Lunch               | 10:59 | - 11:29 | 0:30 |
| 10               | 1:02  | - 1:45  | 0:43 | 10                     | 11:32 | - 12:00 | 0:28 |
| 11               | 1:48  | - 2:31  | 0:43 | 11                     | 12:03 | - 12:31 | 0:28 |

### **ARRIVAL AT SCHOOL**

Students are not to arrive at school before 7:00 A.M., as the building will not be open before that time.

Students must enter the cafeteria through the B-Wing East entrance. Students may not go to their lockers or be in any hall without a pass before the 7:30 AM entrance bell.

### **Security Procedures**

Students entering the building may be subject to physical or electronic searches at any time.

This building is under continuous video surveillance.

### **HOMEROOM/ATTENDANCE**

**Students must be in homeroom by 7:36 A.M.** Please do not accumulate an unnecessary lateness record by wasting the three minutes you are allowed for locker and lavatory needs since these accumulated latenesses may result in disciplinary action. When in homeroom, students will participate in the opening exercise consisting of the flag salute. Students with religious or other conscientious objections are exempt from this salute and from standing while it is being given but must remain quiet and respectful during this time. Students are not to leave homeroom without a pass.

The teacher will take attendance. Any documentation related to absences must be turned into the homeroom teacher.

Please see discipline grid for discipline related to absences.

Notices pertaining to students will be announced during homeroom period.

## CLASSROOM PROCEDURE

1. Students are expected to enter the classroom on time [not loiter around the doorway or in the hall], in an orderly manner, take their seats and wait for the teacher to begin class. During this time, all books, paper and pencils should be readied for work.
2. In most classes, books and pencils are required every day. [Be sure that your name and school year are written in ink on the space provided in your books.]
3. Each course has its own syllabus. When classes first meet, teachers will distribute this information to their students, thereby making them aware of course description, content, goals, requirements, grading policy, etc.
4. Time will be permitted for individualized learning supervised by the teacher, concerning assigned work. This time will be expected to be used by all students.
5. It is the responsibility of the student to come to the teacher to inquire about any work missed because of absences. This work must be made up.
6. At the end of the period, students will be dismissed by the teacher, not by the bell. Wait for instructions to stop before gathering belongings. No lining up at the door. Work and books should be put away. Leave the room in excellent condition.
7. No eating of candy or food is allowed in the classroom. Keep the classroom clean; throw all trash in the wastebaskets.
8. Passes: Passes to the nurse's office should be presented at the beginning of the period. Passes to another teacher's room or to any other office must be obtained before coming to class and signed by the teacher or office personnel. Time is permitted during lunch for trips to the lavatory. Students are encouraged to use this time rather than waste valuable class time.
9. Students entering classes after the late bell sounds should have a pass or may incur disciplinary action. If they do not have a pass, they are still expected to report to their classes. They are not to wander around the halls. Students who fail to present valid passes explaining their latenesses will be assigned detention by the classroom teacher. Failure to serve teacher detention will mean Office Detention, which is one hour in length. An unexplained lateness greater than five minutes equals a class cut and will be marked absent for that class period.



### **PHYSICAL EDUCATION REQUIREMENTS**

1. By State law, physical education is a requirement for all students.
2. To be permanently excused from physical education for health reasons, a medical excuse from a doctor must be obtained annually and be approved by the school medical inspector.
3. Excuses for three days or less because of health reasons are to be obtained from the school nurse in advance of class. The nurse will not issue excuses during physical education class, the only exception being a sudden emergency.
4. To be excused for a longer period, a medical excuse stating reason and length of time student is unable to participate must be obtained from family physician and taken to school nurse. When excuse is issued, student is to report to Guidance Office for assignment to study hall.
5. Physical education clothes: In order to participate in PE class, students are required to wear sneakers and appropriate t-shirts, sweatshirts, shorts, or sweatpants.

### **STUDY HALL**

1. Students are to work on their lessons during study hall. If you have no class work, bring something to read. Repeated failure to bring work with you to study hall may mean office referral.
2. Students are to report to their study halls promptly and are to remain there, in assigned seats, unless they have special permission to leave. Students must have permission forms in their possession when they enter study hall or they will not be allowed to leave the room.
3.
  - a. Students will be excused to go to the library [LRC], provided they have research and/or a reading assignment. Upon completion of assignment, students will be required to return to study hall. A pass signed by the study hall teacher is required, and students must report directly to the LRC.
  - b. The LRC will be closed to study hall students when it is reserved for a meeting or class instruction.
  - c. Students using the library during their study hall period are not permitted to play games of any kind [dice, cards, or computer games].
4. Students are not permitted to play games, including cards and dice, at any time.

### **THE GRANVILLE S. THOMAS LEARNING RESOURCE CENTER [LRC]**

Upon arrival at the LRC, students must sign in at the circulation desk. A form is provided for students to print their full name, the time they arrive, and purpose for using the LRC. Passes are to be placed in the box at the circulation desk. If a student leaves before the end of the period, he or she must record the time on the sign-in sheet and secure a signed pass to return to class.

Students may use the LRC after school Monday through Friday, unless reserved for a meeting. Students may use the LRC during their lunch period or study hall, with a valid pass issued by the teacher in charge. No student will be admitted without a pass. No permanent lunch or study hall passes will be issued.

If a problem is created by a student visiting the LRC, the librarian will see that appropriate steps are taken including, but not limited to, a discipline referral sent to the main office, refusal of passes to the student in the future, and/or other appropriate measures.

Library materials are due back in the LRC within two weeks. All material borrowed from the library by a student is his or her responsibility. Resources may be renewed if needed for an extended period. Overdue notices will be issued through the homeroom teachers. If borrowed materials are not returned in a timely fashion, the obligation will be given to the main office and will become an administrative matter.

No food or drink is allowed in the LRC. Students are expected to keep the facilities clean and to throw all trash in the wastebaskets provided.

### **HEALTH SERVICES – SCHOOL NURSE**

1. The services of our nurse, Mrs. Susan Nitshe, are extended to all students who become ill or are injured during the school day. The nurse will give care and treatment according to written standing orders as outlined by the school physician. Injuries received in school and cared for at time of occurrence are to be treated thereafter in the home or by a doctor as indicated.
2. Students who become ill should be prepared to tell the school nurse where their parent/guardian might be reached. This should be discussed at home now so that emergencies may be cared for

without delay. In addition, the school must have an up-to-date emergency procedure card on file for each student.

3. Unless called for, ill, or injured, a student is not to leave class for the nurse's office. In the case of the ill or injured student, teacher is required to issue the student a pass to the nurse, which student presents to nurse. If nurse is not in, students must report to the office immediately.
4. Most important: The ill or injured student is to report directly to the nurse's office. The student is not to go to the lavatory. Also, the student is not to call parent/guardian to come for him. The student is not to leave school without permission from the nurse. In her absence, the student must secure permission from the office. To disregard this rule may mean disciplinary action.
5. Admission after prolonged absence: In order to promote the health of our student body, the Board of Education requires a student who has been absent from school for five school days to present a statement from a medical practitioner. This must include the nature of the illness or injury and must say that the student is able to return to school and engage in school activities.
6. Students who are absent three or more days due to illness must report to the nurse upon returning to school.
7. Students scheduled for physical screenings in nurse's office must honor the appointment slip and report promptly at time indicated.

Please note: No crutches or other medical apparatus can be used unless prescribed by doctor and approved by the school nurse.

### **Medication Regulations**

Students in the Salem City School District are not permitted to carry or administer medication to self or others.

Students should not bring medications to school except under the following conditions:

- a. A written directive, by the physician, prescribing said medication, indicating that it must be taken during school hours.
- b. Written request from parent/guardian, requesting school to supervise, control and dispense medication.

- c. Container must comply with all State and Federal Laws, which state that medicines are to be in the original containers, with appropriate labels.
- d. Medications must be delivered immediately to the school nurse for safekeeping.

By State regulations, only a certified school nurse may administer the prescribed medication to students.

### **GUIDANCE DEPARTMENT**

The Guidance Department is primarily focused on the personal, academic, and social development of the students. It aids the pupils in personal, career, and academic counseling. Frequently, students are referred to School Based Youth Services or community agencies to help them obtain additional counseling services. The Guidance Department helps students in course selections, scheduling, testing, test interpretation, career plans, college information, and college and scholarship applications.

Students are advised to listen and watch for announcements concerning college representatives' visits, college open houses, career programs, scholarship information, and job opportunities.

Students are welcome at any time. Before and after school, no pass is necessary. During the school day, students who need information from the guidance office or who need to talk with their respective counselors must fill out an appointment slip, which is located on the counter in the guidance office. A pass will be sent during homeroom with a scheduled appointment time. For verification purposes, students must sign in at the counter.

During the school year, students will be interviewed by their respective counselors. Any request for a change in counselor must be accompanied by a written request specifying the exact reason and submitted directly to the high school principal.

## **GRADUATION REQUIREMENTS**

**One hundred thirty [130] credits are required for graduation.**

**Students must pass all required NJ department of education assessments.**

Promotion Policy: A student must have earned 30 credits to be promoted to Grade 10, must have earned 60 credits to be promoted to Grade 11, and must have earned 90 credits to be promoted to Grade 12. In addition to credit requirements, the following requirements must be successfully completed:

- **4 credit years      Language Arts [not including remedial courses]**
- **3 credit years      Mathematics including Algebra I and all students must take a math class during their senior year.**
- **3 credit years      Science including Biology**
- **1 credit year      World Languages**
- **2 credit years      United States History**
- **1 credit year      World History**
- **1 credit year      Fine/Performing Arts**
- **1 credit year      Practical Arts**
- **1 credit year      Physical Education and Health for each year at Salem High School**
- **1 credit year      Economics/ Career Exploration**



#### ATTENDANCE POLICY

The Salem City School District places a high priority on regular school attendance by its students. Students are expected to maintain good attendance in all classes. Their success in school depends upon it.

For the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. The responsibility for the implementation and success of this policy is jointly shared by the parent/guardian, student, school officials, community agencies, and all citizens of the community. To reach high levels of academic achievement, a student needs to attend school and classes consistently, incurring absences for only vitally important obligations outside of school.

The consistent presence of pupils for learning experiences is essential for the instructional process to be successful and for pupils to achieve the prescribed curriculum requirements. To that end pupils enrolled in the Salem City Public Schools are expected to attend school regularly and promptly as well as attend all scheduled classroom sessions.

A pupil will be considered absent any time he/she does not appear in school as scheduled. Absence from school or class shall be considered unacceptable and shall be counted toward the attendance limits.

Absences for the purposes listed below may be applied only in an appeal of a violation of the attendance limits if required documentation is provided to the school principal:

1. Court appearances or appointments for purposes unrelated to school activities, when accompanied by documentation from the court.
2. Religious holidays as outlined by the State of New Jersey, when accompanied by a note from guardian.
3. Death in the immediate family, when accompanied by a note from guardian and other documentation deemed appropriate by the principal.
4. Scheduled or verified school counseling activities.
5. Out of school suspensions for the length of the school mandated suspension only.
6. Illness verified by a note from a doctor.

***Any documentation for an absence to be applied in any appeal process must be provided to the school principal within five [5] school days of the student's return to school after an applicable absence. Documentation provided after the fifth school day following a student's return to school will not be accepted.***

Attendance need not always be within the school facilities. A pupil is considered in attendance if he/she is present at any place where school is in session by authority of the Board of Education.

A pupil must be present in class for a minimum of four [4] hours of the school day to be considered present for a full instructional day.

#### **DEFINITION OF PERMITTED LIMITS ON ABSENCES**

A pupil must be in attendance for 162 or more school days in a school year to be considered to have successfully completed the instructional program requirements of the grade/courses to which he/she is assigned. In addition, a pupil absent for more than the permitted limit in a school term, as described herein, is considered to have not successfully completed the instructional program requirements of a marking term in the grade/courses to which he/she is assigned.

Permitted limits on the number of pupil absences in a school term are as follows:

**In a school year of at least 180 days comprised of two semesters – 9 days in a semester.**

#### **CONSEQUENCES OF EXCESSIVE ABSENCES**

Pupils deemed to have exceeded the absence limits at the end of a semester or year, as described above, **may be assigned no credit in all classes** for the most recently completed marking term as a result of having failed to successfully complete the instructional program *requirements of the marking term in the grade/courses to which he/she* is assigned.

Documentation of the nature and causes of any absences shall be the responsibility of the pupil and parent/guardian. Submission of the application to seek a waiver must be made in a timely manner to enable full participation in the school-sponsored after-school tutoring sessions if the pupil desires to participate in them. No postponement of tutoring sessions will be granted.

#### **CONSEQUENCES OF EXCESSIVE LATENESSES**

**When late to homeroom [after 7:50 A.M.], ALL students will be required to complete and sign a “Lateness Verification Form” in the main office.**

**Notification of lateness will be sent after every five [5] incidents. A student who accrues 25 latenesses will be placed on activity and extra-curricular restriction [including dances and athletics].**

#### **ABSENCES AND LATENESSES**

Students who demonstrate poor attendance shall meet with the District Attendance Officer and may be required to attend our Credit Reinstatement Program to receive credit for courses when absent in excess of 18 days.



### **PUPIL ACCOUNTABILITY ON THE WAY TO AND FROM SCHOOL**

Pupils are accountable for traveling to and from school. Accountability begins upon leaving home before school and ends upon returning home from school.

### **DRUG-FREE SCHOOL ZONE**

Salem High School is located within a drug-free school zone. Any person caught with drugs in his possession or dealing or using drugs will be subject to mandatory jail sentence, loss of license for a period of time and possible expulsion from school.

### **ATTENDANCE OFFICE PROCEDURE FOR EARLY DISMISSAL**

No student will be allowed to leave the building prior to 2:31 P.M. unless he/she is picked up by a parent or guardian with proper identification. The administration reserves the right to allow a student to leave prior to 2:31 P.M. with parental consent.

### **Academic Opportunities**

#### **Advanced Placement**

The College Board's Advanced Placement courses are college – level classes in a wide variety of subjects take while still in high school. They offer challenging course work, and an opportunity to gain college credits.

#### **IB**

The IB Diploma Programme (DP) is an academically challenging and balanced programme of education with final examinations that prepares students, aged 16 to 19, for success at university and life beyond. It has been designed to address the intellectual, social, emotional, and physical well-being of students. The programme has gained recognition and respect from the world's leading universities.



#### **GRADING SYSTEM**

Report cards are issued four times a year. The final report card may be held until students' outstanding obligations are met, based on administrative decision.

The grades on the report card are numerical. The current scale is the following: **90–100 A, 80–89 B, 70–79 C, 60–69 D, 59 and below F.** An "I" is used to indicate incomplete work, which must be made up within a two-week period or a failure will be recorded. Consideration will be given in the case of prolonged illness.

| <b>Marking Periods for the 2023 - 2024 school year:</b> |  |
|---|--|
| <b>Marking Period 1</b>                                 | <b>September 7, 2023 - November 14, 2023</b> |
| <b>Marking Period 2</b>                                 | <b>November 15, 2023 - January 30, 2024</b>  |
| <b>Marking Period 3</b>                                 | <b>January 31, 2024 - April 8, 2024</b>      |
| <b>Marking Period 4</b>                                 | <b>April 9, 2024 - June 11, 2024</b>         |

## **EXAMINATIONS**

To successfully complete the school year, all students are required to take the first and second semester exams in all subject areas. Under no circumstances will final exams be given prior to the exam schedule.

## **HONOR ROLL**

In order to make the Superintendent's Honor Roll, a student must have earned all A's in the marking period. Principal's Honor Roll applies to those students earning all A's and B's and students earning all B's.

## **DRESS CODE POLICY**

The Salem City School District has adopted a mandatory school uniform policy for all students in grades pre-kindergarten through twelve. A full copy of the policy can be found at [www.salemnj.org](http://www.salemnj.org).

The administration reserves the right to permit variations to the mandatory school uniform for specifically organized learning activities, to temporarily suspend the mandatory school uniform for special theme days and/or special activities, to amend the mandatory school uniform policy, and to restrict any item of clothing.

Caps, hats, and hoods may not be worn inside. Also prohibited are head wraps, bands, and combs.

Sunglasses may NOT be worn inside unless a doctor's note is presented.

Any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of a school is prohibited. Also not permitted are apparel and/or

accessories that indicate affiliation with any gang associated with criminal activity.

Dog collars, chains, heavy wallet chains on clothing articles, and dangerous jewelry [including rings] are against the dress code, are forbidden, and will be confiscated. A parent/guardian conference will be required and documented prior to return of any items.

## **GENERAL INFORMATION**

### **ARRIVAL/DISMISSAL**

The school day begins at 7:30 A.M. Students may enter school via B-Wing doors at 7:00 A.M. Students are to stay in the cafeteria until the 7:30 A.M. bells sounds.

At the end of the day, exit either by A or B wing or front door. All bus students will meet their buses in A-wing parking lot. Salem City students are not permitted in bus area without permission from administration. Most important: students who are under the supervision of teachers [detention, extra help in a subject, and practice for various school activities] are the only ones permitted to stay in the building.

### **CAFETERIA/LUNCH PERIOD PROCEDURE**

1. Students are expected to exhibit proper behavior and to dispose of trash in proper receptacles.
2. Students are not permitted to take food out of the cafeteria unless going to SBYS or to the Senior Courtyard.
3. Students are not to leave B-wing without a pass.
4. Students are not to leave school grounds to buy food or to eat elsewhere. They are not to have outside food delivered into the school.
5. Students must enter the cafeteria through the B-wing east doors.
6. Students must exit through the B-wing west doors.

### **CHANGE OF ADDRESS/PHONE NUMBER**

If a student moves to a new address or has a change in phone number, he/she is to inform the attendance office immediately.

### **CHEATING**

Violation of testing rules will be treated in the following manner:

- The student will be notified by the teacher of the violation.
- When a student violates the testing rules, the student will be given a ZERO for the test with no opportunity for makeup following notification to the principal in writing.
- This procedure will also apply to final exams.

### **CLASS RANK**

The class rank of high school students will be determined by the total number of quality points that a student has accrued during his/her high school years. The grade point average [GPA] will still be calculated and will remain part of the student transcripts.

### **COMPUTER USE GUIDELINES**

Salem High School encourages the integration of computer technology in the curriculum. Students have many opportunities to learn through the use of computer technology. To prevent unauthorized use of computer equipment and data, students may not:

- Copy any school purchased software for personal use.
- Copy data from others for use as their own [see PLAGIARISM].
- Use school equipment for the purpose of generating personal income.
- Create illegal documents.
- Create offensive or annoying document of any kind.
- Gain unauthorized access to private information stored on a computer network.

- Deliberately interfere with the normal functioning of the computer network.
- Damage or vandalize computer equipment or software.

#### **INTERNET ACCEPTABLE USAGE POLICY**

The purpose of technology in schools is to enhance your ability to learn the assigned curriculum. If you use this technology for any other reason, your access to it will be restricted or revoked.

**Examples:** Playing games, looking at inappropriate material, chatting or socializing online [sites like Twitter or FaceBook], shopping, reading gossip, watching music videos, listening to music, or continuing to do anything your teacher or a staff member has asked you to stop are all examples of non-curriculum activities and are subject to the following restrictions:

- Denial of access to the Internet
- Denial of access to your files
- Disabling your login [you will not be able to use any computer at all]

**This policy will be enforced automatically and electronically.** This document is your notice and warning. If you try to “hack” any technology for any reason, which includes using a computer without a specific and constructive purpose, without proper authorization, or damaging and/or altering technology in order to change its intended purpose, your login will be permanently disabled, you can be suspended or expelled, and legal actions to recover damages can be filed against you and/or your parents or guardians.

#### **DETENTION**

When a student is assigned detention by a teacher or by administration, he/she is obligated to report. Failure to do so will result in progressive sanctions. Twenty-four hours notice will be given to students so that they may notify their guardians and arrange for transportation if necessary.

## **ELECTRONIC DEVICES**

[Cellular Phone, iPod and MP 3 Players, Head Phones, Ear Buds, Laser Pointers...]

**A full description of the District's Policy regarding the use of electronic devices can be found on the District's Web Site: [www.salemnj.org](http://www.salemnj.org).**

These electronic devices are not to be used inside the school building. They will be confiscated and returned only to a parent or guardian. If a parent/guardian fails to retrieve the confiscated items, we will hold those items until the end of the school year and then dispose of them. Do not become subject to discipline by disregarding this rule.

The school district accepts no responsibility if these items are lost or stolen.

## **FIRE AND EMERGENCY DRILLS**

Both fire and emergency drills are held monthly. Follow teachers' directions; discipline must prevail during a fire drill. Travel in single file quietly, moving rapidly but not running to the proper exit. Sign indicating exit to be used is located in the classroom. Move at least 500' from the building. Signal: Continuous ring of the fire alarm.

Move at least 1000' away from the building for an emergency evacuation [non-fire].

## **FUND RAISING**

All fundraisers must be approved by the building administration. Merchandise and/or documents related to unapproved fundraisers will be

confiscated and returned to the student's parent or guardian at a required conference. See Mr. Roberts – Student Activities Coordinator.

### **HARASSMENT – HAZING**

In an effort to create an atmosphere of respect, the rights of individuals to feel personally secure in Salem High School must be assured. The nature of harassment is the creation of an environment of discomfort and embarrassment, often causing the victim to feel defensive about himself/herself. The seriousness of harassment, whether verbal, non-verbal, or physical, lies in depriving an individual of his/her civil rights regarding race, color, national origin, creed, age, gender, or disability.

"Hazing" is defined as any willful act done by a student, whether individually or in concert with others, to another student – with or without their consent – subjecting that student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace for the expressed or implied purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any school district sponsored organization or activity.

Incidents of personal harassment and hazing will be considered serious discipline infraction and will be reported to the district HIB officer.

### **HOMEWORK**

Homework is work given to be done outside the classroom time. It is an integral part of course responsibility, and students are expected to carefully and accurately complete homework assignments. The purpose of homework is to reinforce skills learned in class, review work taught, develop initiative, encourage independent thinking, and develop excellent study skills.

### **LITERATURE DISTRIBUTION**

The distribution of literature on school property and the time, manner, and place of distribution are subject to the approval of the high school principal. The distribution of obscene, libelous, or commercial material is prohibited.



### **LOCKERS**

Each student is assigned a locker, and he/she is to keep combination private. Do not allow friends to share your locker and, in turn, do not share your friends' lockers. Since the school provides students with lockers, the lockers are subject to search when and if there is probable cause or reasonable suspicion. Immediately report to the main office any problem with a locker.

### **LOST AND FOUND**

Lost articles that are found in or on school property must be turned in to the main office. Such articles may be claimed after satisfactory identification.

### **NOTIFICATION OF EMERGENCY CLOSING OF SCHOOL**

When inclement weather forces the closing of school, announcements will be made via the Connect Ed System to your home phone. Also the information will be available on our school website, Facebook page, Radio Station KYW 1060 AM and TV Channels 3, 6, 10, and Fox. Our school code is 901. Also, a more detailed message will be available on our phone number: [856] 935-3900.

## **PARKING**

The B-wing parking lot is reserved for student parking. Use only this parking area. At the beginning of the school year, **decals will be issued**, and on a priority basis with seniors taking precedence. Decals must be displayed in the rear window of the vehicle. When all parking spaces are assigned, no more decals will be issued.

Non-compliance with parking regulations as agreed to on the application form will result in revocation of school driving and parking privileges as well as suspension.

Severe attendance incidents [as determined by the administration] will result in the suspension of parking privileges for the remainder of the school year.

The administration reserves the right to suspend parking privileges. Parking is a privilege, not a right.

Bicycles are to be parked in B-parking lot in the rack provided and are to be locked to the rack.

## **PERSONAL PROPERTY**

The school is not responsible for students' personal belongings, including money. Students are advised to never bring large sums of money or expensive items to school. If, at times, it is unavoidable, immediately bring money or valuables to the main office for safekeeping.

## **PLAGIARISM**

Plagiarism is the use of words or ideas of another without giving credit to the author. In the process of research, students should be aware that they must credit the authors of information whether from written, audio, video, or computer sources [see COMPUTER USE GUIDELINES]. The purpose of research is to demonstrate that students have used information provided by other sources. Students **MUST NOT** duplicate the original source in any way to present the text or ideas as their own. Plagiarism will result in a **ZERO** on the assignment and a discipline referral to the main office.

### **PROCEDURE FOR DROPPING A CLASS**

A student who elects to drop a class must make the change within one week of the start of the class. Any request for a class change must be made to Mr. Mulhorn, building principal.

### **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection, i.e. hugging and kissing, have impact on the atmosphere of the high school and may result in disciplinary action. Students should be aware that their behavior could be viewed as sexual harassment [see HARASSMENT] in the creation of a hostile and uncomfortable environment for others.

### **STUDENT TRANSPORTATION FOR SHARED TIME STUDENTS**

The Salem City School District provides transportation for all Shared Time students [Salem County Vocational–Technical Schools]. All Salem High School students must use the transportation provided. Students may not use their privately owned vehicles for transport to a shared time facility. Violation of this policy will result in possible office detention, suspension, and/or change of class schedule to eliminate participation in the shared time experience.

**Students who attend the Salem County Vocational–Technical Schools in the afternoon** may petition the vice principal for the privilege to use their privately owned vehicles. The transportation petition will be based on the students need to travel to a vocationally related place of employment immediately after release from the Salem County Vocational–Technical Schools. The petition must be supported by the following documents:

1. Certification by the parent or guardian
2. Certification by the employer by stating the times and days of employment

The vice principal will review and approve or disapprove each petition on a case-by-case basis. All transportation waivers will be reviewed on a monthly basis for continued approval. The high school administration reserves the right to revoke this privilege at any time.

### **TELEPHONE**

Students may use the phone in the office for emergencies only, with permission from an administrator.

### **TEST/EXAM-TAKING RULES**

The following rules must be observed during classroom testing and during final exams:

- a) Students are not permitted to talk or communicate with one another.
- b) Students are not to glance at or copy other students' papers.
- c) Students are not to have unauthorized supporting material in their possession, such as notes and electronic devices.
- d) Students are to remain in their seats throughout the test.

### **TESTS/PAPERS – RETURN POLICY**

Students can expect that tests and written work will be graded and returned in a timely fashion so that the learning experience will be maximized.

There are expectations in Salem High School that:

- Original copies of essay tests and written term papers are to be returned within a maximum of three school weeks. Copies of essay tests and written papers may be made by the instructor.
- Objective, short answer tests are to be returned within a maximum of one school week.
- In the rare instance when a special assignment or exam will not be returned in a timely manner, students will be informed as soon as possible.
- It is advisable that students' assessed work be maintained in a folder for reference and review.

### **TEXTBOOKS/SCHOOL PROPERTY**

Students are responsible for school property issued to them. When books are lost, stolen, or damaged, the student is responsible for payment. **Students are strongly urged to cover their books.** Inside the

front cover of each book should be written its number and condition. Student is to write his name and the school year in the space provided. If a book is lost, student must obtain a lost book form from the main office, have his teacher fill in the necessary information, and return it to the office where a price will be set. Student is required to take care of this matter promptly. The office will issue a receipt, which the student is to keep. If the book is found, money will be refunded.

### **VISITORS**

Parents and guardians are always welcome and are encouraged to come to the school to talk with teachers concerning their children's progress. Meetings can be arranged with teachers, during non – teaching periods. Relatives, including children, are not permitted to leave the office area while school is in session. At no time are students to bring guests, children, and other relatives to school.

### **WORKING PAPERS**

The State Law specifies that any pupil under 18 years of age seeking full or part-time employment must secure working papers. Working papers for minors will be online, streamlined, and managed by the New Jersey Department of Labor & Workforce Development. Rather than going through their local school district, young workers will now be able to visit the website – [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov) - to obtain their working papers through a few simple steps.

## STUDENT ACTIVITIES

### ASSEMBLIES

Students return to homeroom prior to assembly. Announcements will be made to proceed to assembly; homeroom teachers will direct. After assembly, students return to homerooms unless otherwise indicated.

Assemblies are presented as a privilege. Should the actions of a student be below acceptable standards, he shall lose this privilege, possibly for the school year. In the case of unacceptable behavior by a group or what is judged to be an unusual number of students, assemblies may be cancelled for the remainder of that school year.

### DANCES/REGULATIONS

Dances sponsored by school clubs and organizations are conducted for the exclusive benefit and enjoyment of Salem High School students. All dances must have a minimum of five certified high school teachers and one high school administrator as chaperones.

1. Admittance to all high school dances is restricted to Salem High School students and their guests, who must be enrolled as freshmen in a high school through graduates of no more than one year out of high school and under the age of twenty-one to attend dances at Salem High School. At the discretion of the administration, exceptions can be made for the prom and for the homecoming dance.
2. A student is limited to one guest. The deadline to sign up guests is no later than 2:30 P.M. Tuesday of the week in which the dance is scheduled. In addition, all guest requests must be accompanied by ticket purchase in advance with no refunds or exchanges. The high school will check each guest and verify eligibility at the attending high school, as well as the status of each guest presented, prior to admission. The principal and the vice principal reserve the right to deny admission prior to the dance to any guest request.
3. Students will be responsible for guests' behavior.
4. **All students must sign a behavioral contract prior to purchasing a ticket and will be required to dance face-to-face with their partner at all times.**
5. Tickets are never sold at the door.

6. Student identification or driver's license for guest will be required for admission. No guest/outsider will be permitted to enter for any reason without the student who signed him/her to attend.
7. No student will be admitted one hour after dance start time.
8. After admittance, no person may leave the premises and return.
9. No coats or pocketbooks are permitted in the dance area. They must be checked in the coatroom.
10. No alcoholic beverages or drugs are permitted. Suspicion of use or the possession of alcohol or drugs will result in immediate exclusion, possible suspension from school or the signing of a court complaint.
11. Students who are disciplined could lose their eligibility to participate in extra-curricular activities, lose all student privileges for the remainder of the year, and receive suspension and consequences as decided by the administration and the Board of Education.
12. Fighting at school dances will result in referral to the police, ineligibility for extra-curricular activities, suspension of student privileges for the remainder of the year, and consequences as may be decided.
13. Any individual or couple whose behavior is considered improper by the chaperones will be asked to leave and will be subject to disciplinary action by the administration.
14. Improper dancing will result in the removal of the student from the dance. The student will be subject to disciplinary action by the administration.
15. Smoking is not permitted inside or outside of the building on school property.
16. All decorations must be flame retardant, fire resistant, or fireproof. If decorations are used, they must be removed and the area cleaned before the next school day.
17. Students who are either internally or externally suspended on the day of a dance are not allowed to attend.

## SCHOOL CLUBS AND ACTIVITIES

Students are encouraged to participate in clubs and activities. In most cases, clubs meet during the school day. Try to limit membership in clubs meeting during the school day to two. If clubs meet after school then, of course, there are no limitations. **Students may not participate in any activity during assigned Internal Suspension.**

A listing of clubs and sign-up forms are available from the Main Office, Athletics/Activities Office, and online at:

[https://www.salemnj.org/school/salem\\_high\\_school/clubs\\_activities](https://www.salemnj.org/school/salem_high_school/clubs_activities).

You will be able to sign up through classes, or watch for announcements regarding membership sign-up.

## ELIGIBILITY FOR CLUBS AND ACTIVITIES

Students who participate in clubs and activities or who are main office, guidance office, attendance office, health office, athletic office, or library aides must meet the same scholastic eligibility requirements as athletes.

Any student accumulating twenty-five [25] or more latenesses will be placed on the activity restriction list and will be ineligible to participate in clubs, activities, dances, or any other activity.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government is one of our most active and important organizations, consisting of student representatives from all grades. The Student Government is you; your ideas, opinions, and actions are its backbone. The Student Government does much to improve the school and the student's position in the school, but to be effective it needs the help of every student in order to be a strong link between students, faculty, and administration.



### **NATIONAL HONOR SOCIETY, MARIE OEHRLE CHAPTER**

Membership in the National Honor Society is a high honor awarded on the basis of demonstrated excellence in four major areas: Character, Service, Leadership and Scholarship. No one area is more important than the other. No student may apply for membership; he/she must be selected after undergoing the evaluation process. Membership in the honor society recognizes the fundamental objectives for which schools are instituted, including a broad-based education that emphasizes not only academic skills [using them as the foundation] but also character development, awareness of social issues, and initiative to contribute significantly to society's improvement.

Academic eligibility alone does not guarantee membership to any student. In compliance with rules established by the national organization, membership may be revoked if any member fails to maintain the high standards of character, i.e. a clean disciplinary record in school and community; scholarship [maintaining a 3.5 weighted minimum grade point average]; leadership [continuing to hold an office]; and service [20 hours minimum per high school year]. Within a week after each quarter's marking period, members will present to advisor their report cards and service sheets for review.

Once a student falls below standard in any of the four areas, the advisor will notify the student and parent/guardian separately in writing. The student then has a probationary period of ten weeks to correct any problem and report its solution to the advisor. At the end of the probation, pending the student's solution, the advisor will notify the student that he/she is again a member in good standing.

## ATHLETIC PROGRAM

### ATHLETIC ELIGIBILITY REQUIREMENTS

1. All athletes are subject to new rules as set by the administration, Tri-County Conference, and the N.J.S.I.A.A.
2. Scholastic eligibility:

**State:** To be eligible for the first semester, a student must have earned 30 credits for the previous school year. To be eligible for the second semester, a student must be passing courses totaling 30 credits.

State eligibility does not apply to incoming students from eighth grade for the first semester only.

**School:** To be eligible and to remain eligible for athletic competition, a student must have earned an unweighted marking period grade point average of 2.00 or greater [final average GPA of the previous school year for fall sports]. Grade point averages are calculated by multiplying the course grade [A – 4 points, B – 3 points, C – 2 points, D – 1 point, and F – 0 points] by the number of credits and dividing the total by the number of credits attempted.

A student who has earned an unweighted marking period grade point average of 1.75–1.99 [with no more than two failing grades and no failing grade below 60] will be placed on academic probation and will be eligible for athletic competition under the following conditions:

- Student must submit a weekly progress report to the Academic Advisor [coach].
- A student who submits an unsatisfactory progress report for two weeks in a row or a total of three times during a sports season will become and remain ineligible for the remainder of the season. An unsatisfactory progress report is defined as any report indicating below average or failing rating in any two classes or failing status in any "target course". [A "target course" is any course in which a student earned a failing grade during the previous marking period.]
- Failure to submit a weekly progress report will be considered an unsatisfactory report.

- Student must attend a weekly after school study hall/tutoring session while on academic probation.

A student who does not meet either of the two criteria above will be considered ineligible for the marking period.

Salem High School eligibility does not apply to incoming students from eighth grade for the first marking period only.

Classified students not earning a 2.00 GPA are eligible if they have passed all of their subjects and have met state eligibility in accordance with the rules and regulations of Article V Section F. Also, they must be granted a waiver from the Child Study Team.

3. All obligations from previous school year must have been met.
4. Guardian permission, in writing, on proper form.
5. Physical examination by family physician or by the school medical inspector.
6. Completion of medical questionnaire.
7. The student athlete and the student athlete's parent or guardian shall consent, in writing, to random steroid testing by the NJSIAA. Failure to sign the consent form renders the student athlete ineligible.
8. The head coach retains the right to either suspend or expel any athlete who he feels has failed to abide by the rules and regulations established for the conduct of each student enrolled in each sport, subject to a conference with the principal within 24 hours.
9. Any student accumulating twenty-five [25] or more latenesses will be placed on the activity restriction list and will be ineligible for interscholastic athletic participation.

### REGULATIONS OF PARTICIPATION

Salem High School student athletes participating voluntarily in interscholastic athletics will:

1. Abide by Salem High School's student code of conduct, the coach's written team rules, and the rules and regulations of the NJSIAA.
2. Conduct themselves in an exemplary social manner at all times.
3. Realize that student conduct outside of practice and game situations can affect athletic participation. This includes but is not limited to the following: **Students who are externally suspended may not participate in any extra-curricular activity prior to the readmittance**

**conference with the Principal. Students who are internally suspended may not participate in any extra-curricular activity [including practice] until their ISS assignment is completed.** ISS assignments conclude at 2:30 P.M. of the last day assigned. Athletic contests and/or practices are not an excuse to miss assigned teacher detentions or office detentions.

4. Realize that student misconduct during non-school hours may be the basis for suspension from extra-curricular activities.
5. Not use or be in possession of tobacco, alcohol, or narcotics. Possession or use of any of these substances will result in suspension and/or dismissal from the team in addition to any penalties or requirements outlined in the student handbook.
6. Be responsible for all athletic equipment and uniforms issued throughout the season and will return such equipment and uniforms at the conclusion of the season and will pay the current replacement cost for any equipment or uniform issued to them and not accounted for at the end of the season.
7. Be present in school the day of a scheduled athletic contest. If tardy, he or she is to report directly to the attendance office for admittance. Student must be present by 10:30 A.M. at the latest and attend all his/her classes for the remainder of the day. When an athletic contest is scheduled for other than a school day, the above regulation applies to the last day school is in session. Any student athlete absent the day of a scheduled athletic contest or the last school day before a scheduled athletic contest may participate only if he or she has secured a written medical excuse from a doctor for the absence. The excuse must state that the student is able to participate in the athletic contest.

#### **NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE**

All prospective student-athletes who wish to participate in practice and competition for NCAA-sponsored intercollegiate athletic teams **MUST** be certified through the NCAA Initial-Eligibility Clearinghouse. Following are the necessary steps prospects should follow to ensure that they are certified by the Clearinghouse.

1. Each prospect must complete a Student Release Form [SRF]. The SRF is composed of three copies – white, yellow, and pink. After completing the SRF, the prospect sends the white copy to the Clearinghouse, along with a registration fee. Prospects can request a

fee waiver, if they qualify for a waiver. The waiver request is described on the SRF.

2. The prospect gives the yellow and pink copies to the high school guidance counselor.
3. The guidance counselor should send the yellow copy to the Clearinghouse, along with a copy of the prospect's high school transcript.
4. Following the prospect's graduation from high school, the guidance counselor should send the pink copy to the Clearinghouse, along with the prospect's final high school transcript.
5. Prospects should check with their guidance counselor to verify that a Form 48-H has been sent to the Clearinghouse.
6. Prospects should request that official test scores from ACT or SAT be sent to the Clearinghouse. Prospects can request test scores by filling out a request form from either ACT or SAT. When filling out a request, the prospect should code in 9999 when the form asks where the test be sent. Request forms can be obtained from the guidance counselor.
7. Prospects may want to contact the Clearinghouse to discuss their certification status.

All prospects should verify that each step of the process has been completed in order to ensure that the certification process is not delayed. For more information, see your guidance counselor.

### **ATHLETIC AWARDS**

Awards will be given to students according to the Board of Education Policy 5134. Eligibility for these awards shall be determined as follows:

In all sports, the student-athlete must 1) meet the playing time criteria listed below; 2) keep all training/team rules; 3) maintain scholastic eligibility; 4) demonstrate good sportsmanship; and 5) complete the season [including playoff and post season tournament games] as a squad member in good standing.

**Baseball** – A boy must play in one-half of the total number of games. A boy participating in a sectional championship game [or higher] automatically qualifies.

**Basketball** – A boy or a girl must play in one-half of the total number of quarters of all scheduled games. A boy or a girl participating in a sectional championship game [or higher] automatically qualifies.

**Bowling** – A boy or a girl must play in over half of all the total games. A boy or a girl participating in a sectional championship match [or higher] automatically qualifies.

**Cheerleading** – A boy or a girl must successfully complete both football [V] and/or basketball [JV/V] season[s].

**Cross Country** – A boy or a girl must compete in one-half of the total number of scheduled meets. Anyone placing first, second, third, fourth, or fifth in a Tri-County or NJSIAA meet automatically qualifies.

**Field Hockey** – A girl must play in one-half of the total number of halves of all scheduled games. A girl participating in a sectional championship game [or higher] automatically qualifies.

**Football** – A boy must play in one-half of the total number of quarters [exclusive of play on special teams] of all scheduled games. A boy participating in a sectional championship game [or higher] automatically qualifies.

**Golf** – A boy or a girl must play in over half of all the total matches. A boy or a girl participating in a sectional championship game [or higher] automatically qualifies.

**Soccer** – A boy or a girl must play in one-half of the total number of halves of all scheduled games. A boy or a girl participating in a sectional championship game [or higher] automatically qualifies.

**Softball** – A girl must play in one-half of the total number of games. A girl participating in a sectional championship game [or higher] automatically qualifies.

**Swimming** – A boy or a girl must compete in one-half of the total number of scheduled meets. Anyone who places first, second, third, fourth, or fifth in a Tri-County or NJSIAA meet, or having scored 13 points in dual meets, automatically qualifies.

**Tennis** – A boy or a girl must play in at least one-half of the season's total matches. A boy or a girl participating in a TCC championship match or sectional championship match [or higher] automatically qualifies.

**Track** – A boy or a girl must compete in one-half of the total number of scheduled meets. Anyone who places first, second, third, fourth, or fifth in a Tri-County or NJSIAA meet, or having scored 13 points in dual meets, automatically qualifies.

The head coach, with the approval of the Director of Athletics and the Principal, may recommend varsity awards to student athletes who have not met the playing time criteria but have fulfilled all other requirements, including 1) seniors; 2) players injured during the season; and 3) players moved up during the course of a season.

Additionally, the head coach, with the approval of the Director of Athletics and the Principal, may disqualify any player who in their judgment is unworthy of a Varsity Award. A written statement citing the reasons for the disqualification must be presented.

The Director of Athletics shall post, no later than one week before the scheduled awards program, the names of all Varsity Award winners for the season. All questions about the awards are to be resolved prior to the awards program.

The decision of the Director of Athletics and the Principal on any dispute may be appealed to the Superintendent and ultimately the Board of Education following the district's Protocol Policy.

#### **Award System**

All student athletes completing the sports season will receive a certificate indicating the sport and level [Freshman, Junior Varsity, or Varsity] of participation. Students qualifying for Varsity recognition will receive a chenille "S" for their first Varsity award and sport/service chevrons for each successive Varsity letter earned.

#### **Championship Awards**

Members of a varsity team winning a Tri-County Conference championship or its equivalent [as determined by the Board of Education] will be awarded a suitable jacket emblematic of the team's achievement. Jackets shall be limited to a maximum of \$70 each. Costs in excess of this amount may be approved by the Board of Education without revision of this policy.

Students will, except in the case of a NJ State championship [the highest possible award for a particular sport or activity], receive only one jacket during their four years at Salem High School regardless of the number of championships and/or teams in which they were involved. If a student is a participant in two [2] State championships in any one year, then he/she will select one jacket for the sport of his/her choice. Those students who have received a jacket shall subsequently receive championship plaques for participation in those championship teams.

In the case of NJ State championship, all members of the teams shall receive jackets. This level of this award will not be affected in any way by the previous two paragraphs of this policy.

Should a student win an individual NJ State championship, even though the team may not achieve that level, the individual team member shall receive one jacket symbolic of this achievement in that sport, and in no case shall a student be awarded more than one championship jacket in the same sport in his/her enrollment at Salem High School.

Coaches will receive one jacket per sport in case of championships as described above during a four-year period.



#### **POSITIVE BEHAVIOR IN SCHOOL**

Research suggests that schools with a positive social climate are associated with fewer occurrences of conduct problems and better student performance outcomes [e.g. achievement and attendance]. Affirming positive behavior, teaching social skills, involving students at all levels of the school, equipping teachers with the skills to meet the needs of diverse learners, coordinating programs, and using multi-setting interventions are all examples of recommended practices for promoting a positive school climate. While a positive school climate benefits all students, students with disabilities particularly benefit when school environments are positive, welcoming, and supportive of individual needs. Students with disabilities included in general education programs with appropriate supports are less likely to develop conduct problems and more likely to have positive social outcomes. As a result of a growing body of evidence, a positive school climate is associated



with better school outcomes for all students, including students with disabilities, School personnel have increasingly expressed an interest in implementing evidence-based practices that promote positive school climate and encourage socially responsible behaviors.

This year Salem High School students will have an opportunity to be rewarded for their positive behaviors. Students who display proper conduct in the classroom, halls, cafeteria, and auditorium can be given a Ram Reward Ticket from a staff member. The ticket will be entered into a weekly, monthly, and annual drawing with prizes ranging from gift cards to electronics. This program is part of the New Jersey State Positive Behavior Support in Schools initiative. Take Charge of Your Future.

#### **PEER TO PEER RESOLUTION**

Peer mediation through our School Based Youth Services Program [SBYS] is available to students to resolve interpersonal conflicts before they may reach the physical confrontation stage. Once a physical confrontation has taken place agreement on issues may not be as successful.

The Office of the Vice Principal should be contacted to arrange a mediation session. Peer mediation facilitates disputants to understand different views, improve communication, and reach agreements that address the interests of both sides.

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES *[N.J.A.C. 6A 14]***

Classified students or those who are in the process of being evaluated for special education services are subject to the same disciplinary procedures as non-classified students and may be disciplined in accordance with their IEPs. Prior to disciplining a classified student, it must be determined that the student's behavior is not primarily caused by his/her disability and the program being provided meets the student's needs [Manifestation Determination]. Classified students are not exempt from accruing demerit points; however, the 25-demerit point threshold will not automatically result in exclusion from extra-curricular activities.

#### **UNIFORM VIOLATIONS**

Students are expected to arrive to school each day wearing an appropriate school uniform. Any student found to be in violation of the

district mandatory uniform policy will be given an opportunity to correct the issue during homeroom or call a parent or guardian to bring him/her an appropriate item. If a student fails to correct his/her uniform by the end of homeroom period, he/she will be placed in Internal Suspension where he/she will be provided with work or a writing assignment or until student can correct the issue.

#### **PUPIL ACCOUNTABILITY ON THE WAY TO AND FROM SCHOOL**

Pupils are accountable to their school for their behavior while traveling to and from school. Accountability begins upon leaving home before school and ends upon returning home from school unless another pupil involved in a particular incident has not yet reached home.

#### **STUDENT BEHAVIOR AT EXTRA-CURRICULAR ACTIVITIES**

The Salem City Board of Education authorizes the Administration of Salem High School to administer the approved discipline policy concerning student attendance at all extra-curricular activities which involve Salem High School.

The Administration is further granted authority to forfeit attendance at and participation in any extra-curricular activities for those students who, as fans, engage in inappropriate behavior at events that involve Salem High School.

#### **OFFENSES/ADMINISTRATIVE ACTION**

The precise nature of offenses can vary and the administrator is not restricted to any definite action, but will act firmly and appropriately within the spirit of the policy where advisable or at his discretion for offenses of a more serious nature.

### SALEM HIGH SCHOOL DISCIPLINE PROCESS

All discipline is subject to administrative discretion. Infractions are cumulative in nature of consequences issued.

**All Disciplinary Action to be Determined at the Discretion of the Administrator**

| Offense                             | Administrative Action   | Clarification   | Demerits             |
|-------------------------------------|---|---|----------------------|
| <b>Assault</b>                      | <b>4 OSS;</b><br>Alternative School Placement. This may be a police matter.<br>The suspect will be suspended from school and may be removed from the grounds by the police. If found guilty; expulsion may be recommended for the remainder of the school year. | Physical violence against a staff member or fellow student. | <b>Automatic 25+</b> |
| <b>Attendance Violation</b>         | <b>Refer to District Policy</b>   | <b>18 Days total</b> absences.                              |                      |
| <b>Cafeteria Disruption (Major)</b> | <b>4OSS;</b><br>Administrative home instruction or Alternative School placement until BOE hearing.  | Initiating a food fight; or other action deemed serious.    | <b>Automatic 25+</b> |

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|  | Police Notification.   |   |            |
| <b>Cafeteria Disruption (Minor)</b>  | Immediate placement in ISS for the remainder of the day.   | Throwing items; general disruption including horseplay; out of seat; yelling; etc.                                  | <b>2</b>   |
| <b>Creating a Classroom Disruption; Resulting in Removal/Dismissal from Class.</b> | Immediate placement in ISS for the remainder of the day; or action determined at the discretion of the Administrator.  | Interfering with the learning process of others or the teacher's ability to maintain an orderly environment.        | <b>2</b>   |
| <b>Creating False Public Alarm</b>   | <b>4 OSS;</b> Administrative home instruction or Alternative School Placement until BOE hearing. Police notification.  | Purposefully pulling a fire alarm; verbal statement that creates unnecessary alarm or fear.                         | <b>12</b>  |
| <b>Criminal Street Gang Activity</b>   | Guardian Conference; <b>OSS</b> TBD by administration; Possible administrative home instruction or alternative school placement until BOE hearing. Possible police notification. | Committing, attempting to commit, or conspiring to commit a criminal street gang activity while on school property. | <b>TBD</b> |
| <b>Cutting Administrative Detention</b>  | <b>1 ISS</b>   | Failure to appear for assigned detention.   | <b>4</b>   |

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| <b>Cutting Class Period</b>                        | <b>1 OD</b>  | Late for more than 5 minutes.  | <b>4</b>  |
| <b>Cutting Teacher Detention</b>                   | <b>1 OD</b>  | Failure to appear for assigned detention.  | <b>1</b>  |
| <b>Cyber-Bullying</b>                              | <b>2 ISS</b> ; HIB investigation may be initiated. Guardian conference, SBYS referral.                               | Use of electronic devices to harass or intimidate another student. Accuser must be able to provide evidence. | <b>10</b> |
| <b>Office Detention Violation</b>                  | <b>2 ISS</b>   | Violation of Proctors rules.   | <b>4</b>  |
| <b>Dress Code Violation</b>                        | Student must correct the violation, before the end of homeroom or report to ISS for the remainder of the school day. | Any violation of the District Dress Code Policy.   | <b>2</b>  |
| <b>Fighting</b>                                    | <b>4 OSS</b><br>Parent/Guardian conference upon return to school.  | Willful involvement in a physical altercation.   | <b>20</b> |
| <b>Food or Drink Outside of Cafeteria</b>          | <b>1 OD</b>  | Any food or beverage that is not part of a classroom activity.   | <b>2</b>  |
| <b>Forging or Altering a Pass/School Document.</b> | Immediate placement in ISS until the end of the school day.  | From a teacher or administrator.   | <b>2</b>  |

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| <b>Gambling</b>                             | Immediate placement in ISS until the end of the school day.  | Exchange of something of value.   | <b>2</b>                   |
| <b>Harassing; Intimidating; or Bullying</b> | <b>2 ISS; 1<sup>st</sup> Offense; 2 OSS 2<sup>nd</sup> Offense;</b> HIB Investigation will be initiated. AA Officer Referral; SBYS referral. Must return from OSS with a parent or guardian. | Verbal or physical intimidation of another student.   | <b>See District Policy</b> |
| <b>Hazing</b>                               | <b>4 OSS;</b> AA Officer Referral; SBYS referral. Must return with parent or guardian. Possible police notification.   | Any physical or verbal initiation tactics used by upperclassmen, which is meant to intimidate, humiliate, or embarrass underclassmen. | <b>12</b>                  |
| <b>Improper Internet/Computer Use</b>       | Immediate placement in ISS until the end of the school day. + <b>2 ISS.</b> Possible loss of computer privileges.  | See District Acceptable use Policy  | <b>6</b>                   |
| <b>Instigating A Fight</b>                  | Immediate Placement in ISS until the end of the school day. + <b>2 OSS;</b> Parent or Guardian/Principal Conference; referral to SBYS.   | Verbally Provoking another student to engage in a physical altercation.   | <b>6</b>                   |
| <b>Insubordination I</b>                    | Immediate placement in ISS until the end of  | Failure to comply with a reasonable   | <b>4</b>                   |

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|  | the school day<br>and further action<br>TBD  | request from a<br>district<br>employee or<br>agent.   |                          |
| <b>Insubordination II</b>                                | Immediate<br>placement in ISS<br>until the end of<br>the school day. +<br><b>4 OSS</b>   | Failure to<br>comply with a<br>reasonable<br>request from a<br>district<br>administrator.       | <b>12</b>                |
| <b>Late to Class</b>                                     | Teacher Detention  | Less than 5<br>minutes late.  | <b>See Policy</b>        |
| <b>Late to School</b>                                    | <b>Refer to School<br/>Policy</b>  |   |                          |
| <b>Leaving School<br/>Grounds</b>                        | Immediate<br>placement in ISS,<br>upon return to<br>school, until the<br>end of the school<br>day. + <b>2 OSS</b> ;<br>Parent/Guardian<br>conference;<br>Possible Police<br>notification if<br>student does not<br>return upon<br>request. | Leaving the<br>school building<br>without<br>permission from<br>the Main Office.                | <b>8</b>                 |
| <b>Possession of<br/>Tobacco Products</b>                | Immediate<br>placement in ISS<br>until the end of<br>the school day. +<br><b>2 ISS.</b>  | Cigarettes,<br>Cigars (Blunts),<br>Lighters,<br>Matches,<br>Electronic<br>cigarettes,<br>Vapes. | <b>4</b>                 |
| <b>Possession of Drugs<br/>or Drug<br/>Paraphernalia</b> | <b>4 OSS</b> ;<br>Administrative<br>home instruction<br>or Alternative<br>School Placement<br>until BOE hearing .<br>Police notification.  | Any drugs or<br>medication not<br>on file with the<br>school nurse.                             | <b>Automatic<br/>25+</b> |

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| <b>Profanity/3<sup>rd</sup> Offense</b> | <b>1 OD</b>  | Profanity (not directed at a staff member) in the classroom/halls.   | <b>2</b>          |
| <b>Public Display of Affection</b>      | <b>1 OD</b>  | Hugging;<br>Kissing;<br>Inappropriate Touching   | <b>2</b>          |
| <b>Removal from ISS/ISS Violation</b>   | <b>2 OSS</b> ; Counselor Referral; Must return with a parent.  | Non-compliance of ISS rules and regulations  | <b>10</b>         |
| <b>Sexual Harassment</b>                | <b>2 OSS; 1<sup>st</sup> Offense; 4 OSS 2<sup>nd</sup> Offense</b> ; HIB Investigation may be initiated. AA Officer Referral; SBYS referral. Must return with parent. AA referral. | Inappropriate comments or physical contact that is sexual in nature.   | <b>See Policy</b> |
| <b>Smoking/Vaping on School Grounds</b> | <b>4 OSS</b>   | Smoking/vaping tobacco products on school property.  | <b>12</b>         |
| <b>Spraying of Offensive Substances</b> | Immediate placement in ISS until the end of the school day.<br><b>+2 ISS</b>   | Stink Bombs; etc...halls, classrooms, busses.  | <b>4</b>          |
| <b>Tampering with a Fire Alarm</b>      | Immediate placement in ISS until the end of the school day.<br><b>+2 ISS</b>   | Removing the outer cover or opening an extinguisher door. Removing extinguisher from its appropriate location. | <b>4</b>          |



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| <b>Terroristic Threats<br/>Against Staff;<br/>Students; and/or<br/>Faculty</b> | 4 OSS;<br>Administrative<br>home instruction<br>or alternative<br>School Placement<br>until BOE hearing.<br>This is a Police<br>matter. The<br>suspect will be<br>suspended from<br>school and<br>removed from the<br>school grounds by<br>police. If found<br>guilty; expulsion<br>may be<br>recommended for<br>the remainder of<br>the school year. | Any threats that<br>may be deemed<br>to cause harm<br>to students<br>and/or staff. | <b>Automatic<br/>25+</b> |
| <b>Theft/Possession of<br/>Stolen Property<br/>(Major Offense)</b>             | <b>4 OSS; 4 ISS;</b><br>Police referral;<br>SBYS referral;<br>possible financial<br>restitution.<br>Parent/Guardian<br>conference.  | Items valued<br>over \$100.  | <b>20</b>                |
| <b>Theft/Possession of<br/>Stolen Property<br/>(Minor Offense)</b>             | <b>2 OSS;</b> Possible<br>court action;<br>possible financial<br>restitution;<br>Parent/Guardian<br>conference.   | Items valued<br>less than \$100.   | <b>10</b>                |
| <b>Transportation<br/>Referrals</b>  | <b>1 OD;</b><br>Parent/Guardian<br>Notification   | Written<br>notification<br>from bus<br>company.                                    | <b>1</b>                 |
| <b>Trespassing on<br/>School grounds or<br/>During School<br/>Activities</b>   | <b>4 OSS</b>  | Unlawful<br>intrusion on<br>school property.                                       | <b>12</b>                |
|  |   | Any intentional  |                          |

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| <b>Truancy</b>   | <b>4 ISS</b>  | unauthorized absence from compulsory schooling.   | <b>8</b>  |
| <b>Unauthorized Presence in a Restricted Area</b>          | <b>2 ISS</b>  | Any area which is deemed off limits by the administration. (This includes classrooms that are not assigned to the student.)   | <b>4</b>  |
| <b>Under the Influence of Drugs/Alcohol</b>                | 4 OSS; 4 ISS.<br>Parent/Guardian conference;<br>Mandatory Referral to SBYS;<br>Possible Police notification.                | The student will initially be evaluated by the School nurse. Students will not be permitted to return to school without a completed drug screening Form and a doctor's clearance. | <b>20</b> |
| <b>Use of Electronic Devices</b>                           | <b>1 OD for each offense.</b> Item will be confiscated and held by administration; returned only to a Parent/Guardian.      | Cell phones; CD players; head phones/ear plugs; iPods/MP3 player; Tablets; etc.   | <b>2</b>  |
| <b>Vandalism/Damaging School Property (Major Incident)</b> | <b>4 OSS;</b><br>Administrative home instruction or Alternative School Placement pending BOE hearing; Possible court action | Damages over \$50   | <b>12</b> |

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|  | and/or financial restitution in the form of an obligation.  |  |                       |
| <b>Vandalism/Damaging School Property (Minor Incident)</b>             | 1 OD;<br>Administrative conference;<br>Restore to original condition.<br>Possible financial restitution in the form of an obligation. | Damages under \$50   | <b>6</b>              |
| <b>Verbal Assault Toward Staff</b>                                     | 4 OSS;<br>Parent/Guardian Notification  | Any use of profanity or disrespectful comments directed at a district employee or agent. | <b>12</b>             |
| <b>Weapons; Arson; Fireworks; Explosives and Dangerous Instruments</b> | 4 OSS;<br>Administrative home instruction or Alternative School Placement until BOE hearing.<br>This is a police matter.              | Possessing or using explosive materials with the perceived intent to do harm.            | <b>Automatic 25 +</b> |

### **AFFIRMATIVE ACTION/TITLE 9**

The Salem City Board of Education guarantees to all pupils equality of educational opportunities and to all persons equal access to all categories and conditions of employment, retention, and advancement regardless of race, color, age, creed, religion, sex, national origin, political affiliation, marital status, non-applicable handicap, and social and economic status.

Inquiries regarding Title 9 and Affirmative Action may be directed to the District Affirmative Action Officer, **Mr. Darryl Roberts**.

### **SECTION 504**

Inquiries regarding Section 504 Accommodation Plans may be directed to the high school 504 coordinator, **Mr. John Mulhorn**.

## SALEM CITY SCHOOL DISTRICT CALENDAR 2023-2024

September 4 ----- Labor Day  
September 5----- Staff In-Service  
September 6 ----- Staff In-Service  
September 7 ----- *School Opens/Students*  
October 9-----Columbus Day- **School Closed**  
October 19-----E.D./PM in-service/ **Early Dismissal**  
November 9-13 ----- NJEA Convention/Veterans Day- **School Closed**  
November 22----- **Early Dismissal**  
November 23-24 ----- Thanksgiving Holiday - **School Closed**  
December 7 ----- P.M. In-Service/**Early Dismissal**  
December 21 ----- **Early Dismissal**  
December 22- January 1 ----- Winter Recess - **School Closed**  
January 2 ----- *School Re-opens*  
January 4 ----- P.M. In-Service/**Early Dismissal**  
January 15 ----- Martin Luther King Day - **School Closed**  
February 19 ----- Presidents' Day - **School Closed**  
March 8 ----- In-Service/Full Day- **School Closed**  
March 29-April 1 ----- Spring Break - **School Closed**  
April 2 ----- *School Resumes*  
May 16----- P.M. In-Service/**Early Dismissal**  
May 27----- Memorial Day - **School Closed**  
June 11 ----- Last Day for Students/**Early Dismissal**  
June 12 ----- Last Day for Teachers/Full Day