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UPPER ELEMENTARY SCHOOL FACULTY

Office Phone – 573-729-4812

Principal - Mrs. Melanie Wisdom
Mrs. Kim Nothaus, Secretary

Counselor – Mrs. Carilee Ball
Mrs. Debbie Casey, Secretary

SpEd Process Coordinator - Mrs. Joslyn Heavin

Nurse – Mrs. Kristina Barton

Second Grade Teachers –

Mrs. Lisa Jones – 2A
Miss Michelle Karr – 2B

Mrs. Karen Jones– 2C
Mrs. Laine Schafer – 2D

Third Grade Teachers –

Mr. Branden Piatt – 3A
Miss Elizabeth Warden – 3B

Mrs. Jennifer Bass – 3C
Mrs. Amy Halinar – 3D

Fourth Grade Teachers –

Miss Kristi Bermudez – 4A
Mrs. Roxann Cochran - 4B

Mrs. Jessica Evans – 4C
Mrs. Erin Blankenship – 4D

Fifth Grade Teachers –

Mrs. Aubrey Letchworth – 5A
Mrs. Christy Leathers– 5B

Miss Kristen Stites - 5C
Mrs. Sarah Piatt – 5D

Art – Mrs. Sally McColloch

Computer – Mrs. Tiffanie McNamee

Library/Media Center – Mrs. Tiffanie McNamee, Librarian / Mrs. Vicki Lawson, Aide

Music – Mrs. Lori Beasley

PE – Mr. Tony Edwards

Speech –Mrs. Sally Wood

Title Reading Intervention – Mrs. Jennifer Rensch

Title Math Intervention – Mrs. Theresa Pitchford

Early Literacy – Mrs. Jennie Brakensiek

Resource Teachers –

Mrs. Kristan Cassity
Miss Krystal Sims

Mrs. Chelsey Brakefield
Miss Tina Whitaker

Resource Aides –

Mrs. Donna Hoyt
Mrs. Mary Ann Williams
Mrs. Jenny Summers

Mrs. Carmen Vaughan
Mrs. Annette Steelman

FORWARD

The purpose of this handbook is to give you, the student, a better understanding of Salem Upper Elementary School. It is our desire that you will receive information needed to answer many of your questions, and help you prepare for the upcoming year.

EDUCATIONAL PHILOSOPHY

The Salem R-80 School District believes that each student should be accepted equally into the educational program as he/she is, and that he/she should be provided with a stimulating environment and opportunities for learning experiences that are designed to help the student make satisfactory adjustments to life and positive contributions to society. In practical application of this philosophy, opportunities shall be provided to each person within the limits of his/her capacity, but to the scope of his/her potential:

- 1) to obtain an education which is appropriate to the student's needs, abilities, and personal interests,
- 2) to learn democracy, citizenship, and patriotism; emphasizing interest and participation in solving school problems,
- 3) to develop emotionally, ethically, and socially,
- 4) to develop a healthy body,
- 5) to develop cultural, aesthetic, and environmental awareness and appreciation,
- 6) to develop empathy for, and an understanding and acceptance of others; regardless of race, sex, religion, national origin, socio-economic status, or handicapping condition,
- 7) to develop self-worth, individualism, self-reliance, and independent thinking skills, and
- 8) to acquire a desire to be a lifetime learner.

MISSION STATEMENT

Through the cooperation of school, community, and home, the mission of the Salem R-80 School District will be to provide a safe, educational environment that will enable students to develop thinking skills, character, and self esteem to make satisfactory adjustments to life, positive contributions to society, and to become lifelong learners.

CURRICULUM

The Salem R-80 School District has adopted the Curriculum Frameworks in the areas of Math, Science, Social Studies, Communication Arts, P.E./Health, and Fine Arts with revisions and updates occurring at the appropriate time given on the R-80 schedule. These curriculum frameworks are used to plan appropriate lessons for the education of our district's children and are internally aligned to the Grade Level Expectations. The Curriculum Frameworks assessments for each grade level are helpful to our students in preparing for the Missouri Achievement Program, selection of appropriate texts and supplemental materials, and ensures the success of our educational program in the R-80 School District.

SALEM R-80 SCHOOL DISTRICT 2016-2017 OFFICIAL SCHOOL CALENDAR

August 11-12 – New Teacher Workshop
August 15-16 – Teacher Pre-school Workshops
August 17 - School Opens
September 5 – NO SCHOOL – Labor Day Break
September 19 – NO SCHOOL – PD Day
October 17-20 – Parent Teacher Conference – 4-8 p.m.
October 21 – NO SCHOOL
October 31 – NO SCHOOL – PD Day
November 23-25 – NO SCHOOL – Thanksgiving Break
December 16 – Early Dismissal– Christmas Break
December 17 - January 1 – NO SCHOOL – Christmas Vacation
January 2 – Return to school
January 16 – NO SCHOOL – Martin L. King, Jr. Day
February 17 – NO SCHOOL – PD Day
February 20 – NO SCHOOL – Presidents' Day
March 27-31 – NO SCHOOL – Spring Break
April 14-17 – NO SCHOOL – Easter Break
May 24 - Last Day of School – Early Dismissal

****School will be dismissed 20 minutes early every Monday throughout the school year.****

The school calendar for this year is a set calendar with no make-up days scheduled. All breaks shown are days school will not be in session. The last day of school will not be changed due to inclement weather.

SCHOOL DAY

The first bell for students will ring at 8:00 a.m. and the tardy bell will ring at 8:05 a.m. Classes start at 8:05 a.m., so students must be on time.

BELL SCHEDULE

- 7:40 – Earliest arrival time
- 7:55 – First bell
- 8:00 – Tardy Bell – Classes begin
- 11:00 – 2nd Grade Lunch starts
- 11:25 – 3rd Grade Lunch starts
- 11:50 – 4th Grade Lunch starts
- 12:15 – 5th Grade Lunch starts
- 2:36 – Bus riders are dismissed from school (**Monday**)
- 2:57 – Bus riders are dismissed from school (**Tuesday – Friday**)
- 2:41 – Students not riding the bus are dismissed (**Monday**)
- 3:02 – Students not riding the bus are dismissed (**Tuesday – Friday**)

LIBRARY/MEDIA CENTER HOURS

The Library/Media Center is open from 7:45 thru 2:40.

SCHOOL ARRIVAL

Students are not to arrive at Salem Upper Elementary School before 7:40 a.m. A teacher will be on duty between 7:40 a.m. and 8:00 a.m. The school assumes no liability of or supervision for unattended students prior to 7:40 a.m.

TARDY ARRIVAL

Students arriving after the 8:00 a.m. bell will need to use the front entrance. All other doors of the school building are locked at 8:00 a.m. for safety purposes. Also, students are expected to sign in at the office and get a tardy slip if late to class.

VISITORS

Any visitors or persons coming to the Upper Elementary School to help in a classroom are asked to sign the Visitor's Log in the office. This log helps the secretaries and principal know who is in the building should someone be called or needed for any reason.

BREAKFAST

Breakfast will be served from 7:40 a.m. until 7:55 a.m. It is the student's responsibility to arrive during this time period. Students must leave the cafeteria at 8:00 to receive their instruction.

LUNCH

Salem Upper Elementary School lunch schedules are seen on page 5. Menus will be published in The Salem News and found on the school's web-site. Menus are subject to change without notice.

ATTENDANCE POLICY

According to Section 167.031, RSMo, every parent, guardian or other person having charge, control or custody of a school age child is responsible for ensuring that the child complies with the compulsory attendance law. In addition Section 167.111, RSMo, requires that the Commissioner of Education, superintendent of schools, school boards, and school officials enforce the compulsory attendance law.

Here at Salem Upper Elementary, regular and punctual patterns of attendance are expected of each student enrolled. It is important to our students that they strive to maintain good attendance for grades, citizenship and overall success in school. Frequent absences from the regular classroom and late arrivals will disrupt the instructional process being delivered to the students. The teachers cannot teach students who are not present. The entire learning process requires continuity of instruction, classroom participation, learning experiences and study.

ATTENDANCE POLICY:

1. Parents **MUST** notify the school in writing, if a child is sick, in order for the absence to be excused. Students will be given the opportunity to make up assignments for credit of work missed. A note should be sent to the teacher/school stating why a student was absent, if they were not sick. Each note should state the reason for the absence, the date of the absence, and parent/guardian signature. Parents/guardians are also encouraged to maintain written records and any documentation you receive to account for your child's absence.
2. A student may receive a grade for missed work, only if the times he/she has missed school are classified as an excused absence.
3. If no contact by a parent/guardian is made within 48 hours following an absence, the student will be considered truant.
4. Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. The time missed accumulates to absences.
5. School activities are exempt from, and will not count toward the absences.

ATTENDANCE: PROCEDURE

Student absenteeism and tardiness are detrimental to the student, the teacher, and their class. Salem Upper Elementary has an obligation to enforce state law and its own attendance policies in regards to student attendance at school. It becomes the duty of the school to notify parents/guardians of any chronic absenteeism noted by the school. They will then have the opportunity to remedy the pattern of absences. The expected target for student attendance set by the Department of Elementary and Secondary Education is 90% attendance. Attendance will be checked monthly and if a student has fallen below 90%, a note will be sent home to make parents aware of their child's percentage.

Educational neglect charges will be filed against a parent/guardian in issues of extreme absence. If the parents do not agree with the school's decision, they may appeal to the principal and, ultimately, to the Superintendent and then the Board of Education of this district.

ATTENDANCE: ENFORCEMENT

1. **Only those students with an excused absence will be allowed to receive a grade for work, which was missed out of school.** Students will have two (2) days for each day absent to make up work missed. If necessary, special arrangements may be made with the teachers involved. It is the student's responsibility to make sure that their work is made up.
2. Failure to bring a note explaining the reason for the absence will result in an unexcused absence for the day(s) missed. **If a student fails to bring a note upon their return to school, they will be given two days to correct the problem or the absence will remain unexcused.**
3. When students are reported absent, the home could be called, unless the school is notified by the parent as to the cause of the absence.

ABSENTEEISM

If, for any reason, a student is absent from school, upon the return to class a note is required. This is to inform the classroom teacher of the reason for the absence. Please be aware that there are no phones in our classrooms. A message can be left in the office.

LEAVING EARLY

If you plan on picking your child up from school before regular dismissal, please send a note to your child's teacher on that day. Children who are picked up early from school need to be signed out in the office.

MAKE-UP WORK

If a student is absent from school and wants make-up assignments, his/her parent or legal guardian may call for assignments. We ask you call before 11:00 a.m., if possible, so teachers may have time to prepare work. Please pick up the work only between 2:00 and 3:00 p.m. that day. Students have two days to make up work for each day missed.

ADDRESS/PHONE NUMBER CHANGES

It is important that the office has each student's correct address, phone number, and emergency contacts at all times. Home addresses are furnished to the office from previous records. An information update sheet is provided at the beginning of the school year for changes made during the summer, and also at the beginning of the second semester. This sheet is to be filled out by parents/guardians and returned to school. Any student who changes his/her place of residence, phone number, or emergency contacts during the school year should report the change to the office immediately.

MOVING FROM THE DISTRICT

If you are going to be moving from the R-80 District during the school year, please let your child's classroom teacher know at least a week ahead of time. This will enable teachers to check in class books, library books, figure grades, and make sure there are no cafeteria charges unpaid.

SCHOOL PICTURES

Second, Third, Fourth, and Fifth Grade pictures are usually taken during the beginning of the year. All students will need to have their picture made for school records. Pictures may be purchased, if desired, by pre-payment.

EMERGENCY DRILLS

Intruder, fire, tornado, and earthquake drills will be performed periodically throughout the school year. In case such an emergency does happen, parents/ guardians are advised to listen to local radio stations to see where the safest evacuation pick-up point would be. School officials will also be at the school site to help direct pick-up.

TRANSPORTATION

The Salem School District operates six busses. The busses are in good operating condition and are inspected annually by the Missouri Highway Patrol and daily by each driver. The bus drivers are hired by the Board and drive the busses over routes which are laid out by the School Board, the Superintendent, and the Transportation Director.

The bus driver is in complete charge of all students who ride the bus. When a student is not returning home on the bus at the end of the day, he/she is to report the fact to the bus driver. If a student is not riding the bus on a particular day, it will be an aid and courtesy to the driver if he can be notified or signaled to go on and so avoid unnecessary waiting. Students are not permitted to ride a bus other than the one to which they are assigned unless the driver has a note from the parent/guardian or phone contact has been made to the school prior to dismissal.

Students in the Salem District who are unable to determine the location of catching their bus are advised to contact the Transportation Director's office at 573-729-8732.

FIELD TRIPS

It is common for each grade level to take field trips during the school year. Some special classes take field trips also. Permission slips are sent home by class teachers for each field trip and must be signed by a parent/guardian before your child will be allowed to go on the field trip.

In some cases, a teacher will decide not to take a student on the class field trip. This is up to the teacher's discretion, and is based on factors including, but not limited to absenteeism, grades, classroom conduct, discipline problems, and whether the student has been suspended from school. **A student who does not have attendance of 90% or above will not be allowed to participate in field trips not otherwise earned.**

LOCKERS

Lockers are not provided to students. Each student will be assigned a cubical in his/her classroom for storing coats and other personal items.

GUIDANCE SERVICES

The Salem Upper Elementary School's Guidance and Counseling program is an integral part of our school's total educational program. It is designed to address the needs of all students by helping them in three major areas:

- 1) Personal and Social Development
- 2) Academic Development
- 3) Career Development

Sequential activities are organized by certified school counselors, with the support of school staff, administrators, parents and the community. These activities are implemented in every classroom according to needs.

The abilities and requirements of special-needs students are addressed in the areas of evaluation, placement, and communication. Individual advisement, referrals, and crisis counseling are handled on a priority basis with confidentiality being essential.

Guidance services are seen as part of a team effort in which communication and cooperation with home is encouraged and vital.

SPECIAL EDUCATION AND RELATED SERVICES

The Salem R-80 School District assures that it will provide a free, appropriate public education to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one that reside in the district. This information is treated as confidential. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Jody Heavin, Special Services Coordinator, at the District's Administrative offices at 1409 W. Rolla Road, or at 573-729-6642 during business hours.

ASSESSMENT PLAN

The Board of Education supports the establishment of the district's local assessment plan as an indication of the success and quality of the total education in the school district. With time and effort, the local assessment plan will produce: a comprehensive testing program which monitors a variety of achievement targets for a variety of purposes; data drive decision making in regard to curriculum, assessment, instruction, and programs; teachers and administrators who are knowledgeable about data analysis, motivating students to do well on tests, test security policies, and strategies for teaching test-taking skills; increased public awareness of student achievement and how the plan would be reviewed in the future (evaluation process).

The district's local assessment plan includes all components as specified in the third cycle MSIP Standard 6.2. In compliance to the standard, the district's local assessment plan includes: a description of tests included in the district-wide assessment program, the purpose of each, and how the results will be used; guidelines for including students with special needs into the state of district-wide assessment programs; a description of how and in what subjects the district is assessing the Show-Me Standards which are not assessed by the MAP; guidelines for staff development in relation to state and local assessment; guidelines for teaching test-taking strategies; a test-security policy.

The district's local assessment plan includes two additional components. One component addresses motivation of students to do well on state and district tests. The inclusion of the component provides some sense of direction for possible ways and means of motivating students. The second added component is a written record of decisions made as a result of data review and analysis. It is the feeling of the district; the anecdotal accounting of the use of data will insure that decision-making is the result of careful and purposeful data analysis.

READING ASSESSMENT

The district will administer a reading assessment to students in third, fourth, fifth and sixth grade to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades two, three, four, or five, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

READING INSTRUCTION

The Salem R-80 district currently teaches the following concepts to enhance the reading levels of each child at the elementary level:

- Phonemic Awareness – The ability to hear and manipulate sounds.
- Phonics – The ability to sound out words.
- Writing Activities – The ability to use vocabulary properly.
- Independent Reading – The ability to read independently.
- Strategic Reading – The ability to comprehend and understand what was read.

RETENTION POLICY

The Salem R-80 Upper Elementary is committed to continuous development of the students enrolled in their school and to the achievement of skills for the current grade assignment necessary for the students to pass to the next grade level. Students normally progress annually from grade to grade. However, when in the judgment of the school's professional staff and in the best educational interest of the student involved, retention may be necessary.

Should a child exhibit concerns academically, parents/guardians will be notified of academic problems based on quarterly report cards and/or when the teacher(s) have a concern.

Deficiency Notices will be sent to the parents of students in danger of failing by the fifth week of each quarter. In addition, **Notices of Concern** will be sent at any time during the quarter, if the teacher feels the student's performance requires attention. These reports will be marked to indicate specific reasons for the deficiency or concern. **Deficiency Notices** include areas of ability, attitude, and/or performance. **Notices of Concern** will indicate academic difficulties; parents/guardians will also be notified of the difficulties their child is experiencing through conferences and/or written notices.

In an effort to overcome academic difficulties, teachers will provide suggestions to parents to assist them in overcoming the student's difficulties. The **S.O.S. Team** (Saving Our Students) will have forms available to all teachers that have at-risk students. Remediation, such as tutoring, is often recommended. The building principal will maintain a list of students to be considered for possible retention and this list will be updated after each grading period (quarter) and notification will be sent to the parent/guardian.

If intervention does not prove successful and retention is being considered, a team comprised of the grade level teacher(s), guidance counselor, principal, parents and student will meet to follow the guidelines set below. The team will follow the guidelines below; however, per board policy, the final decision rests with the school administration (Board Policy IKE).

Procedures Before Retention

1. 1st Quarter: Information Gathering and Intervention

- ✓ Teachers begin gathering information on students who are experiencing extreme difficulty in achieving with their classmates.
- ✓ Teachers conduct parent/guardian conferences, either in person or written, to discuss their concerns.
- ✓ Teachers discuss their concerns of at-risk students with the principal of the building and form the team to form an **Intervention Plan**.
- ✓ Teachers refer the student to the S.O.S. team for extra tutoring.
- ✓ Teacher document all steps in the process.
- ✓ The office will check to see if the student that is at-risk is maintaining an 85% or better attendance rate.

2. 2nd and 3rd Quarters: Information Giving

- ✓ Teachers will use all sources from the 1st quarter.
- ✓ If the teacher has exhausted all sources from step 1, then primary emphasis will be given to (1) additional parent/guardian conferences, (2) consultation with the counselor, (3) consideration of referral to special services, and (4) conferences with the student.
- ✓ The office will check to see if the student that is at-risk is maintaining an 90% or better attendance rate.
- ✓ The team meets to assess their **Intervention Plan**.

3. 4th Quarter: Decision-Making

- ✓ Using all available information, the committee must determine finally whether retention would benefit that student's educational development.
- ✓ The office will check to see if the student that is at-risk is maintaining an 90% or better attendance rate.

Sources of Information

Teachers and teams who are considering the retention of a student, will compile the following information:

1. Assessment data
2. Current school grades
3. Current school attendance
4. Previous retention
5. Date of birth
6. Team input
7. Parent/guardian conference documentation
8. Mastery of minimum grade
9. Ability of the student to progress satisfactory

Promotion/Retention Guidelines

Teachers **must** consider these factors when recommending retention of a student:

1. Report Card Grades- Failing or unsatisfactory grade performance in any of the four content areas is cause for consideration of retention.
2. Attendance- Students should be present each day; however, an attendance rate of less than 90% is a deciding factor of retention.
3. Reading on Grade Level- Students reading one or more years below grade level should be identified and provided remedial reading services throughout the school year, but also may be considered for retention based on local assessments. ***The reading level of all third grade students will be determined within forty-five (45) days of the end of the school year. If the student is reading more than one year below grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside of the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.***
4. Other Factors-When considering retention, other factors will be considered. These factors may include social maturity, emotional maturity, previous retentions, and physical maturity and development.

DISCIPLINE POLICIES & PROCEDURES

The following is a list of punishments for various offenses encountered at the Upper Elementary School setting. A level two or level three punishment may be implemented even on the first offense depending on circumstance. The punishment may also vary if the student has committed a first offense in one category but has committed previous violations in other categories. All rules apply, but are not necessarily limited to, acts of students on R-80 school property, including playgrounds, parking lots, and school transportation or at any R-80 school activity, whether on or off R-80 school property. The principal reserves the right to punish behavior that adversely affects the school even though it may not be specified in the following written rules. In extraordinary circumstances, where the minimum consequence is judged by

the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

Reporting to Law Enforcement

It is the policy of the Salem R-80 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

- 1) First or second degree murder under §§565.020, .021, RSMo.
- 2) Voluntary or involuntary manslaughter under §565.024, RSMo.
- 3) Kidnapping under §565.110, RSMo.
- 4) First, second or third degree assault under §§565.050, .060, .070, RSMo.
- 5) Sexual assault or deviate sexual assault under §§566.040, .070, RSMo.
- 6) Forcible rape or sodomy under §§566.030, .060, RSMo.
- 7) Burglary in the first or second degree under §§569.160, .170, RSMo.
- 8) Robbery in the first degree under §569.020, RSMo.
- 9) Possession of a weapon under chapter 571, RSMo.
- 10) Distribution of drugs under §§195.211, .212, RSMo.
- 11) Arson in the first degree under §569.040, RSMo.
- 12) Felonious restraint under §565.120, RSMo.
- 13) Property damage in the first degree under §569.100, RSMo.
- 14) Child molestation in the first degree pursuant to §566.067, RSMo.
- 15) Sexual misconduct involving a child pursuant to §566.083, RSMo.
- 16) Sexual abuse pursuant to §566.100, RSMo.
- 17) Harassment under §565.090, RSMo.
- 18) Stalking under §565.225, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the

district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

- 1) Any act of school violence or violent behavior.
- 2) Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
- 3) Any offense that results in an out-of-school suspension for more than ten (10) school days.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

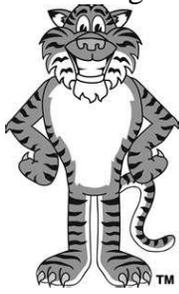
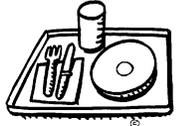
- 1) The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
- 2) The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
- 3) The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Prohibited Conduct

The Salem Upper Elementary is adopting school-wide Positive Behavior Support as a new approach to preventing or reducing challenging behaviors. Our PBS team has worked hard over the summer to develop a behavior matrix to be sent home with all students this fall.

Salem R-80 Upper Elementary Behavior Matrix

I am a.....	Safe	Respectful	Responsible Learner
All Settings 	Keep hands and feet to yourself Say "Stop" and walk away Stay in approved area Report problems	Ask permission to leave area Care for and conserve property Use appropriate voice level Listen and speak respectfully	Clean up after yourself Keep track of your belongings Move purposefully and be on time Follow directions of all adults
Classroom 	Use materials as intended	Raise hand and wait to be called on Use polite behavior and words Voice Level (0-2)	Have supplies ready Actively listen and participate Complete assignments
Playground 	Use equipment as intended	Be considerate Voice Level (0-3)	Return playground equipment
Hallways 	Stay to the right	Voice Level (0-1)	Short, straight, and silent lines
Restrooms 	Wash hands	Allow for privacy Voice Level (0-1)	
Cafeteria 		Use proper table manners Stay seated and raise hand for assistance Voice Level (0-2)	Bring lunch card and keep account current
Bus 	Bottom in seat Keep aisle clear	Voice Level (0-2)	
Assemblies 	Keep feet still and quiet	Voice Level (0-1)	

Minor discipline infractions will follow the PBS Matrix. The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Aggressive Behavior** – Student displays behaviors such as pushing, shoving, pinching, hitting, tripping, kicking, slapping, spitting, throwing, etc.

First Offense: Verbal reprimand.

Second Offense: Withdrawal of privileges, contact parents.

Subsequent Offense: Isolation or ISS, contact parents.

2. **Arson** – Any intentional or unintentional use of matches or fire setting devices.

First Offense: Verbal reprimand, contact parents. Restitution, if appropriate.

Second Offense: ISS/OSS, contact parents. Restitution, if appropriate.

Subsequent Offense: OSS, contact parents. Restitution, if appropriate.

3. **Assault**

- a. Hitting, striking and/or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, ISS/OSS or expulsion.

Subsequent Offense: ISS, OSS, or expulsion.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion recommended.

4. **Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against other, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Conference with parents & principal.

Second Offense: In-school suspension or 1-180 days out-of school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

5. **Bus or Transportation Misbehavior (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense: Verbal warning by transportation supervisor.
Subsequent Offense: Contact parents, restriction of bus privileges.

6. **Dishonesty/Cheating** – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Zero on work. Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense: Nullification of forged document. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

7. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

8. **Dress Code (See Board policy JFCA and procedure JFCA-AP)** – This dress code applies to school-sponsored field trips as well. Students should remember that their appearance is a reflection of their attitude. Students should show pride in themselves and their school by always being neat, clean and selecting a mode of dress that shows self-respect and self-discipline. Appropriate attire is based on the discretion of the building administrator.

Consequences: Verbal reprimand, parent contact to bring appropriate clothing, removal from school setting, and/or suspension.

9. **Drugs/Alcohol (see Board policy JFCH and JHCD)**

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, unauthorized inhalants, narcotic substance, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act. A student will be charged with drug/alcohol use if any of the following are detected: being in possession of, having used,

attempting to use, being under the influence of any alcoholic beverage or controlled substance. "Under the influence of . . ." will be determined by the supervisor in charge and is defined by the Board of Education as any physical symptoms such as odor of alcohol on the breath, pupil dilation, or other overt characteristics.

First Offense: 10 days OSS or 7 days OSS and 3 days ISS if a student agrees to and undergoes a professional evaluation and treatment at the expense of the student. Documentation must be provided before student will be readmitted. Contact parents.

Second Offense: 90 days OSS, contact parents.

Subsequent Offense: Expulsion recommended, contact parents.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 90 days OSS, contact parents.

Subsequent Offense: Expulsion recommended, contact parents.

10. **Electronic Devices** – The use of cell phones and other means of electronic communication is prohibited in all school facilities and school activities during regular school hours. Such use is considered a disruption of the educational environment.

First Offense: Confiscation and returned to parent/guardian.

Second Offense: 1 day in-school suspension, contact parents.

Third offense: 1-3 day in-school suspension, contact parents.

11. **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the condition so fa suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing, if expelled.

Subsequent Offense: Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing, if expelled.

12. **False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or physically. If an aggressor can be determined, that student may receive more severe punishment. Students are guilty of fighting when both students come together and mutually create a hostile environment that leads to verbal threats that results in pushing or shoving that leads to one or both students physically assaulting each other. It does not matter who pushes or hits first; both are guilty of fighting.

The police will be called if it is determined by the principal that the fighting and violence are substantial. The police will remove the students from the school campus. Students will be taken to the police station by the police. Parents will be called to pick up students from the police station. While students are at the police station, they will not receive credit for work missed at school. Parents must bring students back to school to have them readmitted back to school.

Consequences: Verbal reprimand, loss of recess, extra assignments, suspension.

14. **Fireworks** – Possession of or use of fireworks on or about school property. Note: These items may be considered weapons and as such, may be subject to disciplinary action as required by law and Board policy.

First Offense: ISS, contact parents.

Subsequent Offense: OSS, contact parents.

15. **Gangs** – Wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership or any other attribute which indicates or implies membership or affiliation with such a group.

First Offense: ISS, contact parents.

Second Offense: OSS, contact parents.

Subsequent Offense: Expulsion recommended.

16. General Misbehavior –

- a. Halls – No running, pushing or shoving, or disruptive behavior.
- b. Restrooms – Any misuse of area.
- c. Playground – Throwing objects, misuse of equipment, dangerous climbing.
- d. Lunchroom – Throwing or taking food from others, excessive noise.

Consequences: Verbal reprimand, loss of recess, extra assignments, removal from class, and/or suspension.

17. Harassment, including Sexual Harassment (see Board policy AC) – Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Second Offense: In-school suspension, 1-180 day out-of-school suspension, or expulsion.

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Second Offense: 1-180 days out-of-school suspension or expulsion.

18. Hazing (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

19. Lunchroom Misbehavior – Any behavior that a teacher/supervisor deems disruptive to the lunchroom order.

First Offense: Special seating, removal from lunchroom, loss of privileges.

Second Offense: Removal from lunchroom, loss of privileges.

Subsequent Offense: ISS, contact parents.

20. Incendiary Devices – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense: Confiscation. Warning, principal/student conference, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

21. **Nuisance Items** – Possession of items that can disrupt the educational environment. Examples may include, but are not limited to, cell phones, laser pointers, aerosol sprays, fireworks, cigarette lighters, matches, knives with blades less than 4 inches. Note: This category is for possession only. Use of these items may subject the student to disciplinary action as required by law and Board policy under the weapons section of this discipline code.

Consequences: Confiscation, verbal reprimand, loss of recess, parent contact, suspension.

22. **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

23. **Stealing** – Theft, attempted theft or knowing possession of stolen property; taking of school property or property belonging to students or staff.

Consequences: Verbal reprimand, restitution, removal from school setting, loss of recess, suspension and/or expulsion.

24. **Threats or Verbal Assault** - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

a. Directed Toward School Mates

First Offense: ISS/OSS, contact parents.

Second Offense: ISS/OSS, contact parents.

Subsequent Offense: OSS, contact parents.

b. Directed Toward Staff members

First Offense: OSS, contact parents.

Subsequent Offense: Expulsion recommended, contact parents.

25. **Tobacco** – The possession or use of tobacco or tobacco products by students is prohibited on the Salem R-80 property. Students on school transportation, in extended instructional activities, or during school-related activities are prohibited from tobacco or tobacco products use.

First Offense: Confiscation of tobacco product. Contact parents.

Second Offense: Confiscation of tobacco product. ISS, contact parents, view film.

Subsequent Offense: Confiscation of tobacco product. ISS/OSS, contact parents, view film.

26. **Truancy (see Board policy JED and procedures JED-API and JED-AP2)** – Missing school without prior parental permission or leaving school without signing out, being anyplace that a student does not have permission to be at, or not being in assigned room or area; excessive non-justifiable absence, even with the consent of parents/guardians.

First Offense: Contact parents.

Second Offense: ISS, contact parents.

Subsequent Offense: ISS, contact parents.

27. **Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

28. **Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, ISS/OSS, contact parents.

Second Offense: Restitution. ISS/OSS, contact parents.

Subsequent Offense: Restitution. OSS.

29. **Weapons (see Board policy JFCJ)**

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. §921, 18 U.S.C. §930(g)(2) or §571.010 RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: ISS/OSS, contact parents.

Second Offense: OSS, contact parents.

Subsequent Offense: OSS

- b. Possession or use of a firearm as defined in 18 U.S.C. §921 or any instrument or device defined in §571.010 RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. §930(g)(2).

First Offense: One (1) calendar year suspension or expulsion unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

Suspension Procedures:

1. The student shall be given oral or written notice of the charges against him; and
2. If the student denies the charges, he/she shall be given oral or written explanation of the facts which form the basis of the proposed suspension; and
3. The student shall be given an opportunity to present his version of the incident.
4. Suspension of over 10 days will be dealt with in the general district policy in the Superintendent's Office.

Special Education students (EMH, LD, BD, SPEECH) will conform to this policy with any necessary exceptions being noted in their IEP's.

SEARCHES

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, and at times with drug sniffing dogs.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

RESTRAINT OF STUDENT BY FACULTY MEMBER

District personnel who use physical restraint shall only use restraint methods in which they have received district-approved training. Further, district personnel who use physical restraint may only do so in the presence of at least one (1) additional adult who is in the line of sight unless no other adult is immediately available due to an unforeseeable emergency situation.

NOTICE OF NONDISCRIMINATION

Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;

Aiding, abetting, inciting, compelling or coercing discrimination; and

Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide.

John Smith – Assistant Superintendent, Salem R-80 School District
1409 W. Rolla Road
Salem, MO 65560-2730
Phone: 573-729-6642; Fax 573-729-8493

STUDENT HEALTH

Contagious disease –

It shall be unlawful for any child to attend any of the public schools of this state while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same. For the purpose of determining the diseased condition, or the liability of transmitting such disease, the teacher, nurse or Board of Education shall have power to exclude such child from school.

Illness –

Any student who becomes ill or needs emergency first aid will report to the Nurse's office.

Accidents –

Any accident, which occurs on school property or during a school sponsored activity, should be reported immediately to the individual in charge of the group. That individual should then report the accident to the Nurse as soon as possible.

We should always have your correct address and telephone number of your home and place of work in case your child becomes ill or is hurt at school.

Immunization –

State law requires immunization of all school children. They must be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps and rubella, and Hepatitis B unless exemptions have been signed by a physician or parent/guardian and filed with the school.

Starting with the opening of the 1977-78 school year, schools are being required to achieve 100 percent compliance.

Starting with the 1994-95 school year, the 15-day grace period has been removed. All students must present proof of compliance with the immunization rule on the first day of school. This applies to all students, including transfer students.

Wellness –

Students are permitted and encouraged to bring water bottles that are clear color for water only.

STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must

notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

The following information may be released without obtaining parental consent:

Student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented:

Salem R-80 School District, Salem, Missouri

SIGNATURE SHEET
(Please sign and return to school.)

I, the Parent/Legal Guardian of:

(child's name)

have gone over the Salem Upper Elementary School Student Handbook with my child. We both understand the rules and procedures at the Salem R-80 Upper Elementary School.

Parent/Legal Guardian Signature

Date

Class

*2016-2017 school year