

# Salem High School

## 2016-2017 Student Handbook



### Salem R80 School District

"The mission of Salem R-80 Schools is to ensure every chance for every child to become a safe, respectful, responsible learner for the 21st Century."

Mr. Marty Anderson  
Principal

Mr. Clay Moody  
Asst. Principal

Mr. Rich Parks  
Asst. Principal

#### SENIOR HIGH SCHOOL STAFF

Mrs. Karen Carmier, Principal's Administrative Assistant

Mrs. Becky Smith, MOSIS/Core Data Coordinator

Mrs. Mandi Conway, Asst. Principal's Administrative Assistant / A+ Secretary

Mrs. Shelia Adamick, Administrative Assistant – Counselor's Office

Mrs. Sherri Reichard, Nurse

#### COUNSELORS

Mrs. Susan Jadwin

Mrs. Jillian Doddema

#### STUDENT RESPONSIBILITIES

Every student is responsible for knowing the procedures, policies, and requirements of the school. This means that it is each student's duty to familiarize himself/herself with the knowledge of graduation and academic requirements; guidance services; discipline policy; attendance; and the other items in this handbook and handouts provided.

#### EQUAL RIGHTS

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions or organizational memberships. In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel, in educational programs, offerings, services, and vocational opportunities offered to students, in the discipline and in the location and use of facilities and educational materials.

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## **WELCOME STUDENTS!**

On behalf of the faculty and staff, we would like to welcome you to Salem High School for the 2016 - 17 school year. We encourage you to make the most of your high school years. Among other things, high school is a place of preparation for the future. While this school can assist you in that preparation, it is up to each student to develop the proper attitude and put forth the necessary effort to achieve at the maximum level.

We challenge each student to become an active participant in all that Salem High School has to offer. Your involvement in the classes and activities will assist you in making high school a rewarding experience.

We wish each of you the best of luck this year in achieving all the goals that you set for yourself. Each student should take pride in making a commitment to excellence to insure that SHS will be a great place to attend.

Mr. Marty Anderson  
Principal

Mr. Clay Moody  
Asst. Principal

Mr. Rich Parks  
Asst. Principal

## **MISSION STATEMENT**

The mission of Salem R-80 Schools is to ensure every chance for every child to become a safe, respectful, responsible learner for the 21<sup>st</sup> Century.

## **DISTRICT POLICIES**

To view all district policies please access the following Web Page:

<https://eboard.eboardsolutions.com/ePolicy/PolicyOverview.aspx?S=141&Sch=141>

Monday		Tuesday, Wednesday Thursday, Friday	
1 <sup>st</sup> Hour	8:09 --- 8:55 a.m.	1 <sup>st</sup> Hour	8:09 --- 8:55 a.m.
2 <sup>nd</sup> Hour	9:00 --- 9:46 a.m.	2 <sup>nd</sup> Hour	9:00 --- 9:46 a.m.
3 <sup>rd</sup> Hour	9:51 --- 10:37 a.m.	3 <sup>rd</sup> Hour	9:51 --- 10:37 a.m.
4 <sup>th</sup> Hour	10:42 --- 11:28 a.m.	4 <sup>th</sup> Hour	10:42 --- 11:28 a.m.
5 <sup>th</sup> Hour	11:33 --- 12:57 p.m.	5 <sup>th</sup> Hour	11:33 --- 12:54 p.m.
1 <sup>st</sup> Lunch	11:33 --- 12:00 p.m.	1 <sup>st</sup> Lunch	11:33 --- 12:00 p.m. Class: 12:02 – 12:54
2 <sup>nd</sup> Lunch	12:01 --- 12:28 p.m.	2 <sup>nd</sup> Lunch	12:00 --- 12:26 p.m. Class: 11:33 – 12:00 12:28 – 12:54 p.m.
3 <sup>rd</sup> Lunch	12:30 --- 12:57 p.m.	3 <sup>rd</sup> Lunch	12:26 --- 12:54 p.m. Class: 11:33 – 12:26
7 <sup>TH</sup> Hour	1:02 – 1:48 p.m.	6 <sup>th</sup> Hour (T.T.)	12:58 – 1:44 p.m.
8 <sup>th</sup> Hour	1:53 --- 2:39 p.m.	7 <sup>th</sup> Hour	1:49 --- 2:35 p.m.
		8 <sup>TH</sup> Hour	2:40 – 3:06 p.m.

## **General Student Information**

### **Assessment**

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 the following: a comprehensive testing program which monitors a variety of achievement targets for a variety of purposes; data driven 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 MSIP 5. In compliance to the standard, the district's local assessment plan includes the following: 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 what subjects the district is assessing the Show-Me Standards which are not assessed by the EOC; 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 that the anecdotal accounting of the use of data will ensure that decision-making is the result of careful and purposeful data analysis.

### **Special Education**

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 John McColloch, Special Services Coordinator, at the district's administrative offices or call 729-6642 during business hours.

## **Schedule Changes**

Prior to enrollment, a letter is sent to parents explaining the enrollment process and providing them the opportunity to discuss their student's prospective schedule.

- Schedule Changes may be made prior to the 1st day of either semester.
- Schedule changes may be made by filling out the change request form in the Counselor's Office.
- Changes will be considered until the capacity of the course is reached.

**Class changes after the first day of school are not allowed unless approved by the Principal, based upon an educational need.**

## **Enrollment**

The enrollment process begins in the attendance office. Students who are of the appropriate age, live in the Salem R-80 District, and have appropriate academic and discipline records, may enroll in Salem High School. After three weeks of the semester, students wishing to enroll will not receive credit for that semester unless the student had attended school prior to enrolling at Salem.

## **Moving From the District or Dropping From School**

A student must check out before moving or dropping from school. This is initiated in the counselors' office. The student is given a checkout sheet that is taken to each teacher on the student's schedule for grades and clearance.

## **Transferring to another School**

You will be given a copy of your checkout sheets to carry with you. When you enroll, they will request a complete copy of your records, including your transcript, withdrawal grades and shot records.

## **Graduation Requirements**

The graduation requirements establish a minimum standard in each department. Students will be challenged to exceed these requirements based upon their individual motivation, goals and interests. Note that specific courses are required in some departments.

<i>SUBJECT</i>	<i>GENERAL</i>
<i>Communication Arts</i>	<i>4</i>
<i>Math</i>	<i>3</i>
<i>Science</i>	<i>3</i>
<i>Social Studies</i>	<i>3</i>
<i>Practical Arts</i>	<i>1</i>
<i>Fine Arts</i>	<i>1</i>
<i>Personal Finance</i>	<i>.5</i>
<i>Physical Education</i>	<i>1</i>
<i>Health</i>	<i>.5</i>
<i>General Electives</i>	<i>8</i>
<i>Specified Core Electives</i>	<i>0</i>
<i>TOTAL CREDITS</i>	<i>25**</i>

\*\*Students who attend RTI/RTC need to check with the counselors' office for appropriate credit checks.

ALL STUDENTS ARE REQUIRED TO PASS THE U.S. AND MISSOURI CONSTITUTION TESTS ONE TIME IN GRADES 7-12 PRIOR TO GRADUATION.

Students planning to attend a post-secondary college, university, or other training program should be aware that most of these have admission standards. Students planning to attend a 4-year college or university either in Missouri or out of state will normally be expected to complete course requirements that exceed high school graduation requirements. Students MUST CHECK with the school or college of their choice for specific admissions requirements.

Students must have successfully completed all requirements of graduation prior to being eligible to participate in the Graduation Ceremony.

### **Graduation Ceremony**

All fees, and student account balances must be paid prior to being permitted to participate in the Graduation Ceremony.

Commencement is the beginning of life after high school, and the ceremony to commemorate the successful completion of the elementary and secondary experience should be seriously noted. To help insure that graduation from Salem High School is treated with the respect due it, the following guidelines are presented:

1. Seniors who have not been notified by 3:30 pm the day prior to commencement that they will not meet graduation requirements will be permitted to participate in the graduation activities. Those who have been so notified will not be allowed to participate in the graduation activities.
2. Attendance at the rehearsal is **mandatory**. Rehearsal will be held in the Salem High School gymnasium. Students should arrive on time. Students should bring their caps and gowns for a photograph. The entire ceremony will be rehearsed until it is done correctly. Upon the completion of the rehearsal, seniors will be excused.
3. Graduation attire shall meet the following protocol
  - a. Boys
    - i. Dress pants, Dress Shoes/ Boots and Dress Shirt.
  - b. Girls
    - i. Dresses, skirts and blouses, Dress Shoes/ Sandals.
4. Graduates will not be permitted to wear sunglasses, shorts, tennis shoes, flip flops or flowers. Nothing should be attached to the cap or gown.

### **Baccalaureate Services**

Baccalaureate services are held in one of the area churches and attendance is voluntary.



## **Honor Graduates**

The member of the senior class with the highest cumulative grade point average for the four years of high school is named valedictorian of the senior class. The senior with the second highest cumulative grade point average for the four years of high school is named salutatorian. Should there be a tie in grade point averages for either of these positions, co-valedictorians and co-salutatorians are named. To be eligible for designation either as valedictorian or salutatorian, a student must attend all of the sophomore, junior, and senior years at Salem High School and must, during the senior year, carry four or more credits in English, math, science, social studies, and/or foreign language. The upper 10% of the class will have the honor of wearing gold tassels at graduation.

## **Class Rankings**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest grade point average as computed at the end of eight semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.
5. To be eligible for valedictorian or salutatorian honors, a student must attend all of their senior year at Salem High School and must, during the senior year, carry four or more credits in English, math, science, social studies and/or foreign language.

## **Guidance and Counseling**

Guidance and counseling services are available to all students. Appointments to see the counselor can be made before or after school, during activity period, or during class time with teacher's permission. Guidance services consist of class scheduling, credits information, curriculum planning, information about colleges and scholarships, national testing, and other forms of financial aid for college.

The counselor welcomes the opportunity to assist students with any social or personal matter.

Mrs. Jadwin and Mrs. Doddema

## **Honor Roll**

At the end of each semester, two honor rolls are published, the "A" Honor Roll and the "B" Honor Roll. To be eligible for the "A" Honor Roll, a student must have an "A" in every subject. To be eligible for the "B" Honor Roll, a student must have a grade point average of 3.0. Additionally, the student must not have D's or F's and not more than one C.

In computing grade point averages the following numerical equivalents of letter grades are used:

- A - 4 points
- B - 3 points
- C - 2 points
- D - 1 point

### **A+ SCHOOLS PROGRAM**

The Missouri State Board of Education has designated Salem High School as an A+ school. This means that students who attend Salem High School have the option of participating in the A+ Program and earning the financial benefits that are associated with its successful completion. The requirements of the A+ Program regarding tutoring, attendance, citizenship, and grade point average are different from those required for graduation. Please refer to the A+ Handbook for these requirements.

### **Credit Recovery**

This program is designed to assist students to recover lost credits while attending high school full time and perhaps graduate with their class. A maximum of Eight (8) credits can be earned through Credit Recovery. In order to qualify for Credit Recovery the following criteria must be met:

- Currently enrolled as a Junior or Senior.
- Ability to make up credit through normal enrollment is limited by graduation date.
- Recommendation for Credit Recovery was granted by the RTI Core Team.

### **Missouri Options**

Students can take up to five (5) hours of Missouri Options and work ten hours (10) per week at an approved job site. Students will be required to turn in weekly time sheets to verify the ten (10) hours of work. Students will be considered full-time students. Upon passing the HSE test, the student would receive a Salem High School diploma and be able to graduate with that year's class. Students must also pass a semester of Personal Finance and American Government. In order to qualify for Missouri Options the following criteria must be met:

- Students must be 17 years old and at least one year behind their cohort group.
- Recommendation for Credit Recovery was granted by the RTI Core Team.

### **Early Graduation Requirements**

Students may graduate prior to the typical 8 semesters of high school if they meet all conditions, including:

- Have attended Salem High School a minimum of two consecutive semesters immediately prior to the time the early out begins.
- Requests for early graduation are to be submitted to the high school principal by October 1 of each year.
- To receive approval, the student must have completed and passed the academic requirements of Salem High School as set forth by the Board of Education and the State of Missouri. All 25 credits must be earned by the end of the first semester.
- Individuals who do not receive eight semesters of attendance will no longer be associated directly with Salem High School as a student and, therefore, may not attend functions and activities designed solely for the high school students. They will, however, receive their diploma at the end of the spring semester.

- In order to graduate early the following credit may be utilized:
    - A+ Summer School
    - An approved Online or Dual Credit College Course.
      - Approval gained by school administration prior to enrollment.
      - Any course title offered through MoVip, or Core General Education Requirement for a four year Missouri College/ University.
    - MoVip
- Any expense associated with these options will be the responsibility of the student.

### **6 Semester Graduation**

4 credits of MOVIP, and/or Approved College Courses

### **5 Semester Graduation**

7.5 credits of MoVip and/or Approved College Courses

### **Grading System**

Student achievement is measured using the following scale:

- A-outstanding
- B-above average
- C-average
- D-below average
- F-failing

In addition, students are rated for their cooperation, preparation, attitude and working habits.

Grades are cumulative over the 18-week semester. Students will receive Progress Reports at various times during the semester. **The Semester grade will be based upon daily assignments and exams.**

### **Incomplete Grades**

If a student has not completed all of their required class work at the end of a grading period because of extenuating circumstances, the teacher will record the grade as incomplete. If the work is not completed within ten school days past the end of the grading period, the student will receive an "F" for the work not made up. The individual teacher may make an exception to this policy; however, the time limit must be reasonable.

### **Course Re-Take Grades**

Students who wish to retake a course may do so upon administrative approval whereas the following criteria will apply. (1) If the previous grade was a failing grade, the student will receive the retaken credit and the grade earned. (2) If the previous grade was a D or lower, both grades will be shown on the student's transcript with both grades being used for grade point average and honor calculations, but only ½ or one credit will be given. Refer to the Career Planning Guide for more information.

**Bus or Transportation Misbehavior**--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  
Second Offense: Detention, contact Parents  
Subsequent Offense: Restriction of bus privileges

### **Library**

The Library's purpose is to serve as the hub of learning and research for the students and staff of Salem High School. In today's information age, the Library's physical holdings are supplemented with online databases, periodicals, and an interlibrary loan service. The library also houses a media room that contains supplies for both students and staff to use. Students are allowed to check out books for a period of two weeks. It is their responsibility to return the book within that time frame. If they fail to do so a fine of .05 per day will be assessed. Failure to return books and pay fines by specified dates may result in disciplinary action and having library privileges suspended for a period of time. This will be determined by the administration.

### **Lunch prices**

Breakfast for students	\$1.50
Breakfast for adults	\$2.00
Lunch for students	\$2.20
Reduced	\$.40
Lunch for adults	\$3.00
Extra milk or juice	\$.50

### **Nurse**

Students should report to the nurse's office in case of illness or injury. No student is to leave the building without first checking out through the office.

### **Immunizations**

It shall be in the policy of the Salem R-80 District that all students attending the district are immunization accordance with state laws and regulations requiring immunization against poliomyelitis, rubella, rubella, and diphtheria. The parent(s) or guardian(s) of each student entering the Salem R-80 School District shall furnish satisfactory proof that the student has been adequately immunized or that the immunization process has begun. It shall be unlawful for any student to attend school in the district unless the student has been satisfactorily immunized or unless the parent(s)/guardian(s) have signed and placed on file with the school administrator a statement of exemption. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. Specific immunization requirements are available at the school office or from the school nurse.

## **Medication:**

When possible, students are advised to take medication at home. If it is necessary that a medication be taken during school hours, the following regulations will be followed.

- Written permission must be obtained from the parent/guardian in advance of the administering of any medication.
- The school nurse or personnel as designated by Board policy will supervise administering of medication. Administering of any medication will be completely and accurately documented.
- Medication must be brought to school in the original container with the appropriate label intact. This includes, but is not limited to, Tylenol, Advil, ibuprofen, aspirin, ointments, cough/cold medication, dietary supplements, etc.
- All medications will be kept in a locked, safe place that is inaccessible to students.
- Medication must be picked up prior to the last day of school. Any medication left in the nurse's office will be disposed of if not picked up.
- In the nurse's absence, illness or injury will be evaluated by an administrator or its designee and appropriate measures taken.

## **Illness at School**

Students who become ill at school should report immediately to the Nurse's office. Do not go to the restroom for more than a few minutes without reporting your illness. Students must not leave the building because of illness without authorization. We will insure that you are cared for until your parent(s)/guardian(s) wish to make other arrangements.

## **Accidents at School**

A student should always have on record in the office a correct address and telephone number of his/her home or parent's place of work in case of illness or injury during school. **The school does not carry accidental injury insurance on students.**

## **Parents Welcome**

Parents are welcome to visit the school at the appropriate time. They are required to check through the principal's office concerning the location of either students or teachers. All visitors must check in at the Principal's office. Students from other schools are not allowed to visit classes.

## **School Cancellations**

It may be necessary to cancel school during the year because of weather or for some unforeseen reason. These cancellations are announced by the Superintendent and NOT the Principal. Cancellations will be announced on Salem KSMO and Rolla KZNN radio, and television stations from the Springfield area. If classes must be dismissed after a session has started for the day, an announcement will be made as soon as possible on KSMO radio. In addition, Salem R-80 has adopted the ALERTNOW Notification Service which allows the school to send a telephone or e-mail message to provide important information about school delays or cancellations due to inclement weather, various school events, and more. In addition parents can receive ALERTNOW information by text message on their mobile phones. In order to utilize text messages, individuals are required to opt-in by using Tigers as the six-digit pin after going to the District website at [www.salem.k12.mo.us](http://www.salem.k12.mo.us) and following the instructions outlined regarding the ability to receive text messages.

## **Fire – Tornado - Intruder Drills**

Drills will be held from time to time so that students may learn the proper procedures to follow should an incident occur during school hours. Instructions are posted in each room. Students should follow the teachers' instructions in every instance.

## **Substitute Teachers**

Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher. In the event the directions of a substitute are different from the regular teacher's directions, students are to follow the substitute's directions.

## **Lockers**

Lockers will be assigned to students free of charge. Do not move to another locker without checking with the office so records may be changed. **The school reserves the right to check or inspect the lockers at any time during the school year.** Students must supply their own lock. Valuables of any type should not be left in the lockers. Keys or combinations must be kept in the attendance office.

## **Telephone for Student Use**

The school phones are for school business only but are available for emergencies. Emergencies must have an educational purpose or be medically necessary.

## **Poster Display**

Any organization at Salem High School may display posters and signs at appropriate locations throughout the school building. Posters and signs should be in good taste, should not hinder orderly school functioning, should not be designed to stay up indefinitely, should be removed as soon as they are out of date, and should not be placed on wooden doors or other wooden or painted surfaces. **All** posters must be approved through the principal's or assistant principal's office.

## **Assemblies**

Attendance at all school-sponsored assemblies is compulsory. Although there is no set pattern or number of assemblies, they are designed to be entertaining and educational.

## **School Information System**

Daily announcements are prepared by the principal's office and are read at 8:05 a.m. over the public address system. The announcements are also posted on the R-80 Web Site at [www.salem.k12.mo.us](http://www.salem.k12.mo.us). Guidance personnel use the board adjacent to the Counselors' Office.

## **Class Rings**

Each student at Salem High School may order class rings during the spring of the sophomore year. The rings are delivered during the fall of his/her junior year.

## **School Pictures**

Freshman, sophomore and junior pictures, which are prepaid, are usually taken during the beginning of the school year. Students are not required to buy pictures, but they are

required to have a picture taken for the yearbook and school identification cards.

### **Lunch Period**

During lunch, students will stay out of the classroom buildings so that classes still in session will not be disturbed. Students are also **not** permitted in the parking lot or other restricted areas.

### **Student Valuables**

Students are cautioned not to bring large amounts of money, radios, tape or CD players and/or cameras to school or on school trips. If you wear glasses, watches or rings, keep track of them at all times. Students, not the school, are responsible for personal property. If it is necessary to bring a considerable amount of money to school, leave it in the Principal's office for safekeeping. **DO NOT LEAVE VALUABLES IN YOUR LOCKER.**

### **Messages to Students**

Please ask your friends and relatives not to call you at school. If there is an emergency, a message will be taken to the student as soon as possible. Students should take care of personal business before or after school.

### **Hall Passes**

Students will secure a Hall Pass from their supervising teacher in order to be in the hallway during class.

Prior to leaving the classroom students must sign out on the student hall pass register, and then sign in upon their return.

### **Closed Campus**

Once a student arrives on campus, he/she must remain on campus until the end of the school day or until he/she is authorized to leave. Students who consistently wish to sign in/sign out for personal or unexplained reasons are a disruption to the educational process and good order. A conference or disciplinary action will be taken to address the concern.

### **Textbooks, Equipment, and Materials**

Textbooks are provided to students at Salem High School without charge. However, the student is responsible for payment of any damaged or lost property. Students will pay for lost books at replacement cost.

### **Parking**

In an effort to provide safety and security for students, their vehicles and property, the following regulations will govern student parking and vehicle operations:

1. Vehicles that are driven to school must have properly displayed parking hang tags. Tags will be available for purchase during registration at a cost of \$5.00.
2. Vehicles must be parked correctly within the parking space provided (within the lines, not in the driveway areas, etc.)
3. Drivers are expected to operate their vehicles in a safe and prudent manner at all times in the parking lots and around school.
4. The student parking areas are only to be used to park your vehicle. Students are prohibited from gathering, visiting, smoking, or eating on the student parking lot.
5. Upon arrival at school students are expected to exit their vehicles and enter the building.
6. All students must park in the student parking lot and on the north side of the school.

## **Attendance Awards**

Excellent attendance can be directly correlated to students' achievement. To encourage school attendance and reward students with high attendance, Salem Senior High will give honors, awards, and recognition to all students with excellent attendance.

## **Office Aides**

These students play a valuable role in the educational program. Seniors who meet certain criteria are eligible to be aides. Students must work in a pre-determined work area and follow all rules and regulations. Administrative office, Counselor, and Library aides will receive a credit for their work. Administration will approve all aides.

## **Conflicts Between Activities Policy – Grades 9-12**

Students should make the best choice when participating in activities to avoid conflicts between activities. This involves good communication, decision-making skills, prioritizing, and long-range goals. However, when a conflict arises between two school-sponsored activities, consideration should be given to the importance of the activity and the role the student will play in the activity. Student activity conflicts should be resolved cooperatively among the student, parents, coach, and sponsor. **Ultimately, the student must make the decision, clearly communicate to all sponsors/ coaches, and the student will not be penalized in any manner for the choice made.** The student should notify the sponsor/coach as soon as he/she becomes aware of the possible scheduling conflict.

Co-curricular activities refer to those student activities outside the regular class time that are an integral part of a credit class. Extracurricular activities refer to those student activities sponsored by the school but not connected to a credit class.

When a student chooses to participate in an extracurricular activity/competition/performance over a co-curricular activity/competition/performance, the absence will be excused. The teacher may assign reasonable and appropriate makeup work.

When a student chooses to participate in a co-curricular activity/competition/performance over an extracurricular activity/competition/performance, the absence will be excused. The coach/sponsor will not penalize the student as a result of the decision.



Salem High School Teacher Directory  
16-17

EXTENSION	NAME OF TEACHER	DEPARTMENT	E-MAIL ADDRESS
152	MARTY ANDERSON	PRINCIPAL	<a href="mailto:MANDERSON@SALEM.K12.MO.US">MANDERSON@SALEM.K12.MO.US</a>
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121/163	DIANA BERMUDEZ	HEALTH/P.E.	<a href="mailto:DBERMUDE@SALEM.K12.MO.US">DBERMUDE@SALEM.K12.MO.US</a>
129	JONI BOBBITT	LIFE SKILLS	<a href="mailto:JBobbitt@SALEM.K12.MO.US">JBobbitt@SALEM.K12.MO.US</a>
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## Salem High School (573) 729-7408

### Rules and Regulations

#### Attendance

#### *The Compulsory Attendance Law*

Section 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.

- The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases.
- Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.
- Parents or Guardians are responsible that their child attends school regularly.
  - According to the Missouri Department of Elementary and Secondary Schools the expectation and definition for "Regularly" is defined as exceeding 90% attendance.

### Attendance Rules and Regulations

#### Absence

When a student is absent, a parent or guardian must call the school attendance office within 24 hours of the absence at 573-729-6641. The school will accept a signed note from the parent or guardian when the student returns to school. The student must report to the attendance office before school begins.

- If a telephone call or note is not received from the parent or guardian within 24 hours, the absence will be recorded as unexcused.

When notifying the attendance office the parent/ guardian shall state the reason for the absence, an **administrator will then determine whether the absence is excused or unexcused.**

#### Excused Absence

Absence for the following reasons will be administratively excused:

- Illness
- Medical and dental appointments with written verification are excused. The student will be excused for the time of the appointment and travel time to and from the appointment.
- Funerals, family emergencies, and court hearings.
- Anticipated absences that have been requested in writing or by phone call to an administrator and approved in advance by the building administrator.
  - An assignment form will be given to the student by School Administration. This form will have to be signed by all of the student's teachers prior to the planned absence.
  - All coursework will be submitted upon return to school

### **Unexcused Absence**

All absences that do not fall in the categories of an excused absence listed shall be deemed unexcused. In addition, leaving school when school is in session without obtaining permission and signing out in the attendance office shall be deemed as an unexcused absence.

Any Absence which is deemed as Unexcused will also be classified as a Disciplinary issue

### **30 Hour documentation**

Students exceeding 30 hours of total absences (not including school activities) which are either excused or unexcused per semester, will be required to provide professional documentation for any/all absences occurring after the 30 hours documentation letter has been issued.

- Professional Documentation will consist of written verification from the Professional/ Service provider, such as: Doctor's notes, or Verification of Attorney on letterhead.
- Absences without prescribed documentation will result in the absence being deemed as unexcused.

Students wanting to miss school for school related absences must complete all coursework and time requirements prior to the school activity/ trip.

-The Parent/Guardian may appeal in writing the 30 hours requirement to school administration.

### **Loss of Credit/ Grades Due to Attendance**

Any student whose attendance rate is below 90% for a semester will be subject to a loss of semester credit/ grades. This percentage is based on the total hours in the semester. Parents and students will be notified by letter if students are approaching this criterion (30 Hour Notification).

School Administration will notify the student and parent/ guardian of the loss of credit/ grades.

### **Appeal Loss of Credit/ Grades**

The Attendance Appeal Committee will consider all the facts of each case in deciding whether to grant or deny the appeal. Relevant factors may include, but are not limited to compliance efforts from the point of the 30 hour notification.

The parent or guardian of the student will submit a written appeal to the attendance committee requesting reinstatement of credit/ grades.

The Appeal Committee will review all appeals after the conclusion of the Semester for which Credit/ Grades was not awarded. Appeals will occur the second week of Second Semester and the first week of June.

- Seniors- Second semester appeals will occur the first week of May.

### **Academic Work following an absence**

Students will be given (2) Two days upon their return to turn in all work missed while out of school for full credit. This includes ALL Absences from the classroom including but not limited to, Excused or Unexcused Absences.

Work turned in after this two day period will be considered Late and will be addressed through the individual teacher's syllabus.

Ex.: Student is absent on Monday, returns on Tuesday. All work is due on Wednesday in order to receive full credit.

### **Academic Work following an absence of a School related absences**

Students missing school due to a school related absence, such as clubs, activities or athletics, must have all work completed and turned on the day they return to school.

### **Perfect Attendance Award**

Students will be recognized for perfect attendance on a semester and yearly basis.

Absences due to school activities or school related events would not qualify as an absence for this award. Any/ All Excused or Unexcused absences will disqualify students from receiving this award.

### **Tiger Time**

During Tiger Time students will have 25 minutes of academic time built into their day on Tuesday thru Friday in order to receive additional individualized support in any class in which they are currently enrolled.

If assigned by a teacher to serve Priority, it is because a teacher has required the student's attendance during Tiger Time in order to provide additional instructional support. If the student does not report for the priority assignment they will be issued a discipline report for not complying with a teacher's request.

Student's not assigned to a Priority will be able to choose a teacher they are currently enrolled in to receive additional support, or may choose to attend a supervised study hall in the Library or Cafeteria.

In either scenario students will be provided additional time and resources in order to remain in good standing in all of their coursework.

- Failure to report to the Priority Teacher will result in a level 2 violation for non-compliance with a reasonable request.

### **Learning Lab**

The Learning Lab will be provided to all students who are repeatedly not staying current with their daily work or would like additional support. The primary goal of the Learning Lab is to increase achievement rates for students with grades below a "C".

The Learning Lab will be provided from 3:15-5:15 Monday through Thursday.

Transportation will be the responsibility of the Parent/ Guardian.

**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 others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

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

### **Cell Phones**

A student is prohibited from using or having his/her personal Cell phone/ Electric device turned on during class time or in classrooms, except at the specific request of the teacher for educational purposes.

- Cell Phone/ Electronic device use/ disruption during class will be addressed by the teacher.
  - Continual Cell Phone violations will be submitted to administration as a disciplinary issue.

The teacher may ask the student to give up his/her cell phone for the hour only (it must be returned when the student's at the conclusion of the hour).

**Electronic Devices**—the use of cell phones, Ipods, CD players, and other electronic communication devices is prohibited on any school property during the school day (8:09a.m.-3:06 p.m.). **Devices may be used before and after school, during lunch (cafeteria only).**

First Offense: Warning and confiscation of device. (Returned to student)

Second Offense: Detention, 1-3 days ISS, confiscation of device (returned to student), contact parent.

Subsequent Offense: 1-3 days of ISS or OSS, confiscation of device (returned to parent), contact parents.

**Computer and or Equipment Misuse**--Engaging in or being in pornographic or inappropriate computer programs or Internet access. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, ISS/OSS, contact parents.

Subsequent Offense: Restitution. Loss of user privileges, OSS, contact parents. school.

## **PART 1 THE FIRST PRIORITY OF SALEM HIGH SCHOOL:**

**The first priority of Salem High School is the “Teaching and Learning of the Intended Curriculum for All Students, Including Misbehaving Students.”**

Everything done at Salem H.S. must support the first priority, “Teaching and learning of the intended curriculum for all students, including misbehaving students.” Discipline is one of many ways of supporting the teaching and learning process. The focus of all discipline procedures is to lessen the negative impact the misbehaviors will have on a safe, orderly, and academically productive environment.

## **PART 2 THE DISCIPLINE FOUNDATION**

### **A. DEFINITION OF DISCIPLINE:**

**Discipline is a process that uses teaching, modeling, communication, clear expectations, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by CHANGING UNACCEPTABLE BEHAVIOR TO ACCEPTABLE BEHAVIOR.**

### **B. BELIEF STATEMENTS:**

The consistency of a discipline process is found not in the administration of the same consequences for the same misbehavior for all students but, rather, in the beliefs that staff share in the handling of all discipline situations. The beliefs of Salem High School are the following:

Teaching and learning of the intended curriculum for all students is the highest priority and will be protected. Parents, guardians, and students have a responsibility to support the expectations of the school community that ensure a safe, productive learning environment for others.

Misbehavior:

- will not be allowed to interfere with the learning opportunities of another student.
- will not be allowed to interfere with the teacher’s responsibility to teach all students.
- will not excuse the misbehaving student from successfully completing the learning objectives.

Teachers and staff understand that:

- Changes in behavior take time.
- Discipline is a part of the daily routine – not a disruption of the daily routine.
- Self-discipline is the expected outcome.
- Every discipline situation is an opportunity to teach expected behavior.
- Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.

- Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
- Punishment by itself cannot change behaviors.
- In the handling of unacceptable behaviors, the focus should be on judging the behavior of a student, not on judging the student.
- Staff members should not respond to misbehavior as if it were a personal attack on them.
- Staff should respect students and parents at all times, regardless of the students' and parents' behavior.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe and positive learning environment for others.
- Staff should handle all discipline situations in a professional manner.

### C. EXPECTATIONS

The belief statements and the definition of discipline will provide us with the structure and consistency necessary to maintain a safe, orderly, and academically productive environment. The third part of the Discipline Foundation is the behavior expectations for all. Staff, students, and parents will be expected at all times to:

- Demonstrate self-respect, respect for others, and respect for all things in the environment.
- Help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline.
- Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all.
- Be on task at all times while in the classroom or at other learning activities.
- Provide learning opportunities for misbehaving students with support from parents and guardians.
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

This foundation is expected to direct all decisions in the area of discipline.

## PART 3 LEVELS OF UNACCEPTABLE BEHAVIOR

It is our responsibility to determine the behaviors that take away from the **safety, orderliness, and productivity** of the school environment. To provide the staff with the consistency in the handling of misbehaviors, we have defined levels of misbehavior that will direct the staff in the handling of all misbehaviors. The identified levels address the three criteria necessary to provide a positive and productive teaching and learning environment (safe, orderly, and academically productive).

**Salem High School categorizes misbehavior into four levels that coincide with the aim of maintaining an environment that is safe, orderly, and productive for the class and the individual. Misbehaviors that are considered most serious (LEVEL 4) are those that threaten people's safety; (LEVEL 3) behaviors are a threat to the orderliness of the environment; those at (LEVEL 2) affect the ability of other students to learn; and those at (LEVEL 1) affect the learning of the individual student who is misbehaving.**

### *LEVEL 4 Safe Environment*

Students cannot learn and teachers cannot teach if they do not feel safe. The first key to a productive teaching and learning process is to assure a safe environment for all-to eliminate misbehaviors that are intended to cause another individual physical or mental harm and/or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and are non-negotiable. They will be dealt with immediately. The following are some, but not all, of the misbehaviors that cause a school environment to be unsafe. These will not be tolerated:

- Weapons including explosive devices-possession or use of
- Theft
- Fighting--assault or battery of any kind
- Intimidation, extortion, threats
- Gross disrespect toward an adult--cursing or name-calling
- Arson
- Open defiance that contributes to an unsafe environment or undermines authority
- Sexual harassment of any kind
- Alcohol/Drugs—sale, use, or possession
- Harassment of students or staff

Level 4 misbehaviors take priority over everything else, including teaching and learning. All staff members are required to assist in the correction of such misbehaviors. Any misbehavior is considered a Level 4 misbehavior if it would bring an affirmative answer to any part of this question: “Is this behavior intended to cause another individual physical or mental harm and/or is it illegal?” This student needs to be sent or escorted to the office.



### *LEVEL 3      Orderly Environment*

The second key to a productive teaching and learning process is to assure an orderly environment--eliminating misbehaviors that normally occur outside the classroom that are not intended to cause physical or mental harm to another individual but do negatively affect an orderly classroom environment. Students are expected to handle themselves in a positive way at all times and in all areas (such as in the cafeteria, hallways, school grounds, and school activities). The following are examples of behaviors that will not be tolerated.

- Disruptive behaviors
- In appropriate use of a motor vehicle (Grades 9-12)
- Inappropriate literature, web sites
- Truancy, continual tardiness
- Destruction or defacement of property
- Tobacco possession or use (including smoking, chewing)
- Inappropriate language, apparel or devices
- Non-compliance, defiance of a staff's request
- Inappropriate physical contact
- Disobedience of school rules
- Intimidation

The individual(s) assigned to supervise the area will handle level 3 behaviors. If any other staff member is in the area, he or she is expected to assist when necessary.

### *LEVEL 2      Productive Classroom Environment*

Any behaviors that interfere with another student's opportunity to learn cannot and will not be tolerated—that is, misbehaviors that occur in the classroom and interfere with the learning of others. Level 2 misbehaviors take the highest priority in the classroom. The following are examples of Level 2 misbehaviors:

- Failing to follow request of a staff member
- Showing disrespect towards others
- Using equipment improperly
- Profanity, inappropriate language
- Disruptive behaviors

Misbehavior is of the Level 2 category if it would bring an affirmative answer to this Question: “Does the misbehavior interfere with another student's opportunity to learn?”

Level 2 misbehaviors must be corrected immediately.

### *LEVEL 1      Productive Personal Environment*

Misbehaviors that occur in the classroom that affect only the disruptive student are considered Level 1. This type of behavior is considered at the lowest level because it does not negatively affect a safe and orderly environment and it does not interfere with other students' opportunity to learn. The teacher should not stop the learning activity to deal with such behaviors. Examples are:

- Not having appropriate equipment and materials
- Sleeping

- Failing to turn in homework, failing to complete assignments
- Being off task but not disrupting others
- Failing to dress out for P.E.

The classroom teacher will address levels 1 and 2 misbehavior.

### **Determining the Level of Misbehavior**

The four levels will give staff the structure to know the urgency of handling inappropriate behavior and some indication of what to expect. The above lists are not all-inclusive. If there is confusion as to the level of misbehavior, ask the following questions in this order.

1. Is the behavior intended to cause another individual physical or mental harm and/or is it illegal? If the answer to this question is yes, then no matter where the behavior occurred—in the classroom, cafeteria, hallway, etc.—this is a Level 4 behavior and must be handled immediately.

If the answer to question 1 is no and the behavior occurred in the classroom, the next Question would be:

2. Does the behavior actually interfere with the learning of other students? If the answer is yes, then it must be handled immediately and quickly so the learning activity can continue without further interruption.

If the answer is no, then this is a Level 1 behavior and should be handled without interrupting the learning activity.

If the behavior occurred outside the classroom and the answer to question 1 was no, then this would be a Level 3 behavior and the designated supervisor in the area is expected to correct the behavior and/or escort the student to the office.

## **PART 4 LEVELS OF UNACCEPTABLE BEHAVIORS AND RANGES OF EXPECTED CONSEQUENCES**

Having hard and fast consequences for each misbehavior is not a way to change inappropriate behavior to acceptable behavior and does not provide staff the flexibility to handle each situation as they see fit. To bring about some type of consistency in the handling of the different levels of misbehavior, a minimum and maximum range of consequences has been established and will be the rule of thumb.

Possible or Potential actions for each level are as follows:

### ***LEVEL 4: Safe Environment***

1. In-school suspension
2. Out of school suspension
3. Referral to local agencies
4. Long term suspension
5. Expulsion for rest of the year
6. Expulsion for 186 days

***LEVEL 3: Orderly Environment***

1. Looking in vicinity of misbehavior
2. Informal talk
3. Walking toward the misbehavior
4. Teacher-Parent conference
5. Behavior contract
6. Referral to Principal's office
7. Restitution
8. Principal-Teacher-parent conference
9. Detention
10. In-school suspension
11. Removal from bus
12. Suspension from school related activities
13. Out of School suspension

***LEVEL 2: Productive Classroom Environment***

Same as Level 3 (numbers 1-10)

Verbal contact: Identify the exact behavior and tell the offender in a respectful manner to stop the behavior

***LEVEL 1: Productive Personal Environment***

1. Ignoring the behavior
2. Verbal response
3. Looking in the vicinity of the misbehavior
4. Informal talk
5. Walking toward the area of the misbehavior
6. Isolation
7. Teacher-parent conference
8. Behavior contract
9. Detention
10. Send student to get materials
11. Provide a book for classroom use only

**LIMITS**

Our purpose is to make Salem High School a safe and highly productive educational environment for all students. Sometimes long-term suspensions or expulsions are needed. All directives set out by state or federal laws will be strictly adhered to. Also, all guidelines established by IDEA for special needs students will be followed. Typically, each behavior “choice” will be dealt with on a case-by-case basis. However, if the behaviors create a clear pattern the behavior will be dealt with on a more serious level.

## **Drugs/Alcohol**

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

Possession of or attendance while under the influence of or soon after consuming any unauthorized 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. 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, giving or selling others any alcoholic, prescription or nonprescription drug. "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.

## **Personal Appearance**

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

### **Acceptable Attire:**

- A. Clothing of reasonable length.
- B. Slacks and jeans that are not too tight.
- C. Mid-thigh shorts.
- D. Sport, dress or sweatshirts worn as designed.
- E. Shoes or sandals.

### **Unacceptable Attire:**

- A. Hats in building.
- B. Halter tops, shirts with spaghetti straps, or tops which show the midriff.
- C. Tank tops, muscle shirts or other shirts that do not have a one inch strap or do not cover the underarm area.
- D. Shirts or patches with suggestive writing referring to sex, drugs, or alcohol.
- E. Tight clothing.
- F. Boxers, short shorts, pajama pants.
- G. Headbands/bandannas
- H. Any shorts, slacks, or jeans with rips, tears, holes, etc. above the knees.
- I. Class activities that present a concern for student safety may require the student to adjust hair, jewelry and/or clothing during the class period, in the interest of maintaining safety standards.
- J. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
- K. Leggings worn as stand-alone pants.

Dress and grooming will not disrupt the educational environment.

Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis. When, in the judgment of the principal, a student's

appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. Additional requirements may be detailed in building handbooks.

**The final decision on the appropriateness of apparel will be made by the school administration.**

**Possession or use of Tobacco**

The possession or use of tobacco, tobacco products, electronic cigarettes, or other nicotine-delivery products by students is prohibited on the Salem R-80 property. Students on district transportation, in extended instructional activities, or during districted- related activities are prohibited from tobacco or tobacco product use. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. No product or device will be returned to student or parent/guardian. \*\*Referral to police if under 18 years of age.

**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.

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.

**Weapons**

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

1. First Offense:
  - a. One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
2. Subsequent Offense:
  - a. Expulsion.

Possession or use of ammunition or a component of a weapon.

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

## **Tardiness**

Tardiness is defined as not being in your assigned classroom ready to work when the tardy bell rings. Teachers have the discretion of requiring a student to be seated under this definition.

### **a. First Hour**

- a. If students are tardy arriving at school during 1<sup>st</sup> period, they must secure a tardy slip from the attendance office. Because of unforeseen circumstances, a student is allowed 3 forgiven tardy violations during 1<sup>st</sup> period.
- b. Tardy violations 4-6, the student will serve a one-hour detention.
- c. Tardy violations number 7 and beyond, the student will serve a two hour detention.

### **b. All other hours**

- a. Students will be disciplined by the teacher in which they were tardy.
- b. Students exceeding 3 tardies for each hour will be referred by the teacher for a discipline referral.

Being late to class by more than 15 minutes will be deemed as an excused/ unexcused absence.

## **Teacher Authority**

Students are under the direct supervision of the teachers, staff and administration of Salem High School. Students shall comply with all reasonable requests of authority.

## Daily Procedures

### Lunch

Students are not allowed to leave at lunch and parents or others **will not** bring fast foods on campus.

### Finals

Final Examinations will occur at the end of each semester. If students are unable to take any final at the prescribed time a grade of Incomplete will be issued. The student has one week to complete the examination at the beginning of the next semester.

### Late Work

All Late work must be completed prior to December 1st of the first semester, and May 1st of the second semester.

### Lockers

Lockers will be assigned to students free of charge. Do not move to another locker without checking with the office so records may be changed. **The school reserves the right to check or inspect the lockers at any time during the school year.** Students must supply their own lock. Valuables of any type should not be left in the lockers. Keys or combinations must be kept in the attendance office.

### Leaving Campus During the School Day

At no time does a student leave the buildings without permission from office personnel. If a student leaves the building without obtaining permission and signing out in the office, the absence will be considered unexcused.

**Parking/Driving Violation** -- Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials or failure to follow established rules for parking or driving on school property.

## **Activities**

### **EXTRA CURRICULAR ACTIVITIES & SCHOOL ORGANIZATIONS**

Participation in extra- curricular organizations and activities can contribute significantly to each student's growth. Students are encouraged to participate in the activities that interest them.

#### **Activities Calendar**

All high school activities must be placed on the activities' calendar in the principal's office. To avoid conflicts and to obtain the best dates, all activities should be scheduled on the calendar as soon as possible.

#### **Requirements for Holding Office in School Organizations**

To be eligible to hold an office in any organization at Salem High School, including class offices, a student must maintain a C (2.0) average and have no failing grades for the previous semester. Additionally, good citizenship must be exhibited. Any student who does not demonstrate good citizenship will be removed from office.

#### **Homecomings**

There are two homecomings as SHS each year, one during the football season and one during the basketball season. Dates for these are set through the cooperation of the principal, the athletic director, and the coaches.

The student council is responsible for the queen elections, the coronations, and the spirit activities.

Queen candidates and attendants are nominated and elected by the student body. The queen must be a member of the senior class and is attended by two seniors, one sophomore and one freshman.

Once a senior girl has held a queen position, she is ineligible for the position of queen or attendant again. Any sophomore or junior attendant is ineligible for the position of attendant again during the school year.

#### **Junior-Senior Prom**

Each year, the members of the junior class sponsor a semi-formal dance in honor of the graduating seniors. All currently enrolled juniors and seniors are invited to purchase tickets. The junior class will follow the guidelines established for the prom. The following age limits for guests invited by students will be followed: 1) Guests must be at least a freshman in high school. 2) No guests can be over the age of twenty (20). If a student currently enrolled in Salem High School is age twenty-one (21), they may attend the prom. Guests must have a completed permission form filled out and turned in to the office for approval prior to the dance. During this activity the prom queen and king are crowned. The junior class will take nominations from the junior and senior classes before voting. The prom royalty is traditionally three senior girls, one of who will be queen, three senior boys, one of whom will be king, two junior girls, and two junior boys. Any student who accumulates two or more days of OSS during the school year will be



prohibited from attending prom. This policy also applies to students' dates who attend a school other than Salem High School. Early out seniors must be invited to attend Prom.

### **Organizations**

Most organizations have specific membership requirements. Any student who is interested in one of the organizations should contact the faculty sponsor.

Organizations at SHS include the following:

Art Club – Tana Kettner/A. Pryor  
Band – David Schatz  
Baseball – Phillip Karr  
Boys Basketball – Conrad Prugh  
Cheerleaders – Jody Heavin/A. Major  
Color Guard – David Schatz  
Cross Country – Matt Kamprath  
Drama Club – Alec Conner  
FCA-  
ROCH-  
FFA – Heather Johnson  
FCCLA – Jo Medlock  
Football – Brian McNamee  
French Club – Judith Moore  
FTA – Chelsie Tune  
Girls Basketball – Jacob Reardon  
Golf – Kyle Anderson  
Mu Alpha Theta – Natalie Sellers  
National Honor Society – Susan Jadwin; Robyn Taylor  
Science Club – Bessie Sanders/Angie Barnes  
Softball – Don Smith  
Spanish Club – Amanda Irwin  
Student Council – Eric Myers  
Tennis – Will Hubbs  
Track – Brian McNamee  
Vocal Music – Elaine Russell  
Volleyball – Ellie Howard  
Quiz Bowl – Susan Sheeley; Will Hubbs

### **Fund-Raisers**

Many High School organizations participate in fundraisers during the year. Only school-sponsored fundraisers may be sold at school. These items may only be sold after school (3:06 p.m.).

### **Transportation**

The school provides transportation to most out-of-town extra-curricular activities. Students are expected to observe the school's discipline policies. Students who do not observe these policies may be barred from using school-sponsored transportation. Students must ride to an activity on school transportation and must return on school transportation unless a parent or guardian takes responsibility for the student's return.

## **Student Council**

The Student Council (STUCO) is the instrument through which students have a voice in school affairs. Each spring, STUCO officers (president, vice-president, secretary, treasurer) are elected for the forthcoming school year.

## **Class Officers**

Class officers for each class are elected during the first full week of school. Students interested in filing for president, vice-president, secretary, or treasurer may place their own names in nomination. Each class will then vote on its candidates. The candidate receiving the most votes will be elected.

Senior class officers are responsible for the selection of items related to graduation. In addition, the senior class president will be responsible for organizing class reunions in the years after graduation. It is important to elect responsible class leaders.

Junior class officers are responsible for the music, decorations, refreshments, and chaperons for prom. Prom is a costly event that is financed by the concession stands. Junior class officers are responsible for manning the concession stands at all games.

Sophomore class officers are responsible for organizing any fund raisers needed to finance any class activity.

All class officers must recognize that it is their responsibility to carry out all class projects and not the responsibility of the class sponsors. Any class projects that are not sufficiently supported by class officers and class members may be canceled.

## **Yearbook**

The yearbook staff publishes *The Hilltop*, the Salem High School yearbook. In order to be a member of the yearbook staff, a student must make application with the yearbook sponsor to enroll in Mass Media. *The Hilltop* is delivered in September following the school year it chronicles.

## **Athletics**

Salem High School is a member of the South Central Association of High School Athletics (S.C.A.). Salem High School is a volunteer member of M.S.H.S.A.A. By becoming a member, the school has agreed to M.S.H.S.A.A. policies and to abide by its regulations. Students must be in attendance the day of, or have prior approval from the activity sponsor, coach, or administrator, to participate in any extra-curricular practice or contest.

Students will be held responsible for knowing and following the R-80 Athletic Discipline Policy. Any student in ISS will be restricted from activities of the general student body. No student while assigned to ISS will be allowed to participate or attend any student activity during the day or that evening. Students who are given multiple days of ISS will not be allowed to attend/participate in any school-sponsored activity until the following day of the last scheduled ISS day.

### **Fall and Winter Sports**

Fall and winter sports are football, volleyball, cross country, softball, and basketball. Schedules for these sports are available from the Athletic Director.

### **Spring Sports**

Spring sports are track, golf, tennis, and baseball. Schedules for these activities are usually not completed until the second semester.

### **Eligibility Standards**

Students should contact the Athletic Director for a copy of eligibility standards put forth by MSHSAA. Students who change their schedules should be aware that eligibility is based on the classes taken and passed the previous semester.

Students also need to become familiar with Salem High School's academic policy for students participating in MSHSAA related activities.

A word of caution: Any student who participates in interscholastic athletics or who has an interest in doing so should be very cautious about participating in any athletic activities outside of school. Check with a coach or the athletic director before taking part in any such activity.

# **SALEM R-80 ATHLETICS/ACTIVITIES ACADEMIC POLICY**

**\*\*\* This policy applies to any R-80 student from grades 7-12 who participates in any MSHSAA activity, Initiating in the Fall of 2016**

Salem R-80 has established academic guidelines that are more stringent than those set up by MSHSAA. Students must be moving towards graduation in order to remain eligible for extra-curricular activities. The MSHSAA minimum requirement of 3.0 credits earned per semester to be eligible for athletics/activities is still in effect; however, Salem R-80 will be evaluating student grades each grading period (mid-term or quarter) and have policies addressing deficiencies.

The intent of this policy is to support the academic needs of all student/ athlete's in order to meet the academic requirements as mandated by MSHSAA Policy.

Salem R-80 Academic Probation Policy for MSHSAA Athletics/Activities:

## **1<sup>st</sup> Infraction**

If a student/ athlete receives a failing grade in any classes during a grading period, the student will be placed on Academic Probation.

Academic Probation will last in duration until the next grading period. (Midterm, Quarter and Semester)

During probation the student/ athlete will complete a minimum of 10 hours of tutoring in the subject in which the student is failing while continuing to be eligible to participate/ compete.

### 1) Tutoring protocol:

- a. The student will set up an approved Tutoring schedule, (Within 2 days from notification) with the teacher(s) for the course(s) in which probation was issued.
  - i. A minimum of 45 minutes per day of tutoring must be completed during each day school is in session.
    1. Tutoring must occur consecutively after initiation.
      - a. Except for cases of an excused .5 day or 1.0 day absence.
    2. Split sessions (Morning/ Noon/ Afternoon) may be established.
- b. Daily, the student must meet the expected outcomes as established by the teacher.
  - i. Failure to satisfactorily complete the stated expectations set forth by the terms of the Academic Probation terms will result in immediate ineligibility of all MSHSAA participation for the remainder of the current school year.

*If the student is not passing the course for which Academic Probation was assessed, at the conclusion of the 10 hour Tutoring requirement, the student will remain in Tutoring until the grade is passing or the current grading period ends.*

**All Reoccurring Infractions:**

If a student/ athlete receives a failing grade in any class during a grading period, for the second (or greater) occurrence during the same school year, the student will be placed on Academic Probation.

Academic Probation will last in duration until the next grading period. (Midterm, Quarter and Semester)

During probation, the student/ athlete will be required to complete a total of 10 hours of tutoring while being ineligible to compete in any MSHSAA event.

1) Tutoring protocol:

- a. The student will set up an approved Tutoring schedule, (Within 2 days from notification) with the teacher(s) for the course(s) in which probation was issued.
  - i. A minimum of 45 minutes per day of tutoring must be completed during each day school is in session.
    1. Tutoring must occur consecutively after initiation.
      - a. Except for cases of an excused .5 day or 1.0 day absence.
    2. Split sessions (Morning/ Noon/ Afternoon) may be established.
- b. Daily, the student must meet the expected outcomes as established by the teacher.
  - i. Failure to satisfactorily complete the stated expectations set forth by the terms of the Academic Probation terms will result in immediate ineligibility of all MSHSAA participation for the remainder of the current school year.

*If the student is not passing the course for which Academic Probation was assessed, at the conclusion of the 10 hour Tutoring requirement, the student will remain in Tutoring until the grade is passing or the current grading period ends.*

Note:

- It is the responsibility of the student/ parent to set up Tutoring Times with their supervising teacher.
- Transportation needs and any/all logistical needs in order to satisfy the terms of Academic Probation are the responsibility of the Parent/ Guardian.

## SALEM R-80 SCHOOL DISTRICT EXTRA/CO-CURRICULAR ACTIVITIES STUDENT DRUG TESTING POLICY

The Salem R-80 Board of Education recognizes that alcohol and drug abuse are serious problems today in schools and communities. The Salem R-80 School Board, in an effort to protect the health and safety of all students involved in extra and co-curricular activities and those students who drive to school from the use of illegal drugs, adopts the following policy for drug testing of students grades 9-12 involved in extra and co-curricular activities and students who receive a parking pass allowing them to park on school property. It has been recognized that students involved in extra and co-curricular activities are role models for their peers as well as younger students thereby setting an example for all students of the Salem R-80 School District.

### **Statement of Intent**

It is the desire of the Board of Education, Administration, and Staff that every student in the Salem R-80 School District refrain from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and/or co-curricular activities and to park on school property. This policy is intended to supplement and compliment all other policies, rules, and regulations of the Salem R-80 School District regarding the possession of illegal drugs.

Participation in school-sponsored extra and co-curricular activities at the Salem R-80 School District is a privilege. Accordingly, students in these activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

The goal of this policy is not to levy discipline, but rather to ensure student health and safety, as well as prevention of possible drug related problems. Another goal of this policy is to open the lines of communication between parents, students, and the school in dealing with drug and alcohol abuse. The Staff, Administration, and School Board believe that all students in the Salem R-80 School District should have the opportunity to participate in extra and co-curricular activities in a safe and drug-free environment.

### **Definitions**

“**Activities**” includes any school-sponsored activity in the following three categories: Missouri State High School Activities Association (MSHSAA) sanctioned activities, competitive activities, and non-competitive activities. It also includes parking on school property.

**“Participant”** is any student in grades 9-12 who is involved in extracurricular or co-curricular activities and/or parks on school property and is thereby eligible to be randomly selected for drug testing.

**“Drug Test”** means a scientifically substantiated method to test for the presence of illegal drugs as determined by a urine test.

**“Illegal Drugs”** mean the synthetic or generic equivalent or derivative drugs that are illegal under federal, state, or local laws, including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. The school reserves the right to test for as many of these drugs as deemed necessary.

**“Screening Test”** is the initial urine test which will not be considered as the basis for the final positive result.

**“School Year”** includes all days between the first day of classes in the fall and the last day of school in the spring (summer school is not included).

**“Pending-Positive”** is a positive result to initial screening test prior to confirmation through a gas chromatography/mass spectrometry test.

**“Positive”** means a gas chromatography/mass spectrometry test result which is considered to demonstrate the presence of an illegal drug using the following minimum standards:

Amphetamine	1000 ng/ml
Cocaine	300 ng/ml
Methamphetamine	1000 ng/ml
Opiates	2000 ng/ml
THC (marijuana)	15 ng/ml
<i>Alcohol</i>	

The above listing is an example only and is not intended to be exhaustive. The testing facility will determine positive results utilizing industry standards.

**“Off-Season Participants”** refers to those students who participated the previous year or current year in any activity but are not presently active in an activity.

**“Adulterant/Adulteration”** means any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch, or otherwise interfere with the detection of illicit or banned substance in the urine, or purposefully over-hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

## **DRUG TESTING PROCEDURE**

Students currently in the drug testing pool from the previous year will not need to complete a new consent form. Students who were in the testing pool the previous year and wish to be removed for the current year must complete a "Request for Removal" form. The student and parent/guardian must sign the "Request for Removal" form. New students to the district and 9-12 grade students not in the pool the previous year and wish to participate in extra and/or co-curricular activities or wish to park on school property will be required to complete the consent form within the first ten (10) days of the first semester of school. Any new enrolling student and the parent/legal guardian will have ten (10) days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extra and/or co-curricular activities for the entire school year except by appeal. The appeal must be submitted in writing (appeal forms will be available in the assistant principal's office) and will then be reviewed by a committee of school personnel. The student will also be subjected to immediate drug testing. There is no guarantee that an appeal will pass. If an appeal does not pass, the student is ineligible for extra and/or co-curricular activities and may not park on school property until the following school year. Students are allowed only one (1) appeal during their high school career.

Students will be required to provide urine samples as follows:

On a random selection basis during the regular school year, a minimum of 20 students (grades 9-12) will be chosen *every month* from a list of students participating in extracurricular and/or co-curricular activities and those who park on school property. Participants will be assigned a number for identification. The drug-testing company will randomly select numbers from grades 9-12 for testing. The assistant principal will match the selected numbers to the master list of participants. Participants will be called for testing in the order selected.

Any drug test required by the Salem R-80 School District under the terms of the policy will be administrated by a third party administrator. A Pending-Positive test is then confirmation tested at a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. The student will be allowed to give the urine specimen in a private restroom behind a closed door. The monitor shall wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor who will verify the normal warmth and appearance of the specimen.

If the student cannot provide an adequate specimen within a two (2) hour time period, the school district reserves the right to use an alternative detection method such as hair or saliva. The student may still choose to opt out of the program at this point in time, but should realize the consequence will be suspension from participation for three hundred sixty five (365) days from that date.



If the screening test is positive, it will be considered a positive-pending. Confirmation will be made through a second and different test of the same specimen. The second test will use a gas chromatography/mass spectrometry technique.

Each sample will be tested for adulterants. If an adulteration substance is found, the test will be considered to be positive.

If the gas chromatography/mass spectrometry test for any student has a positive result, the medical review officer will confirm the positive result and then contact the assistant principal with the results. If the student asserts that the positive test results are caused in some way other than use or consumption of an illegal drug by the student, the student and parent/guardian will be given *forty-eight (48)* hours to present evidence to the assistant principal, including a list of medications the student has taken, to show cause for the positive result other than the use or consumption of illegal drugs. *The assistant principal will then forward that information to the medical review officer.* A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug and review of additional evidence provided by the student and parent/guardian is complete. Once a final determination is made, the medical review officer will inform the assistant principal who in turn will contact the student and parent/guardian. The assistant principal will notify the principal and the head coach and/or sponsor.

The Salem R-80 School District will rely on the opinion of the medical review officer in determining whether the positive test result was produced by means other than use or consumption of an illegal drug by the student.

### **APPEAL PROCEDURE**

*If after a final determination positive result, the student may appeal the results in writing within three (3) working days to the Superintendent. Within three (3) working days of the receipt of the appeal, the Superintendent will provide a written response to the appeal.* Initiating appeal procedures does not suspend the imposition of the restrictions while the appeal process is ongoing.

If a student tests negative in the initial screening, the student and the parent/guardian will be contacted by the Assistant Principal within five (5) working days of the receipt of the testing results.

### **RETEST AFTER SERVICE OF SUSPENSION**

Any student who tests positive will be required to provide a negative drug test during the next available testing date. Also, a student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the calendar year as determined at the discretion of Salem R-80 School District.

### **CONFIDENTIALITY**

Test results shall be kept in confidential files separate from a student's permanent education records and those files will be destroyed upon the student's graduation from school. Also, test results will not be turned over to the police or other law enforcement authorities without a court order.

## **VIOLATIONS (Cumulative during grades 9-12)**

Any student who tests positive in a drug-use test under this procedure shall be subjected to the following restrictions:

### **First Offense:**

The student shall be suspended from participation in all extra-curricular and/or co-curricular activities for twenty-one (21) calendar days from the date of the school's notification of the positive test result. The student will also not be allowed to park on school property for twenty-one (21) calendar days. The student has an option to reduce the suspension to fourteen (14) calendar days if the student completes a substance abuse evaluation at the expense of the student. The substance abuse evaluation must be done by a school-approved professional. The student will be allowed to practice during the suspension.

If the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete an alternative assignment so that the student can earn the grade he/she would have earned had the student been allowed to participate in the activity.

### **Second Offense:**

The student shall be suspended from participation in all extra-curricular and/or co-curricular activities for three hundred sixty-five (365) calendar days from the date of the school's notification of the positive test result. The student will also not be allowed to park on school property for three hundred sixty-five (365) calendar days. The student will not be allowed to practice during the suspension.

If the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete an alternative assignment so that the student can earn the grade he/she would have earned had the student been allowed to participate in the activity.

**Third Offense:**

The student shall be suspended from participation in all extracurricular and/or co-curricular activities for the length of the student's enrollment at Salem R-80. The student will also not be allowed to park on school property for the length of the student's enrollment at Salem R-80.

If the student is unable to participate in an activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete an alternative assignment so that the student can earn the grade he/she would have earned had the student been allowed to participate in the activity.

**REFUSAL TO SUBMIT TO DRUG USE TEST**

If a student refuses to submit to a drug test authorized under this policy or requests removal from the drug-testing pool, the participant will be ineligible to participate in any activities including all meetings, practices, performances, and competitions for three hundred sixty-five (365) calendar days, and until a negative result is obtained on a drug test at the student's cost. After the three hundred sixty-five (365) calendar days, the student will again be subjected to the drug-testing policy. The student will also not be allowed to park on school property for three hundred sixty-five (365) calendar days.