
Student Name

/

Grade

Salem Middle School

2016-2017

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 21st Century.

VISION STATEMENT

THE VISION of SALEM MIDDLE SCHOOL is to create a collaborative learning environment that emphasizes student success and growth. We will work together, both staff and student, to maintain a positive, safe, and nurturing environment. We will blend curricular fundamentals of the Missouri Learning Standards with technology to develop critical thinking skills.

MOTTO

“Every Child, Every Day, A Lifelong Learner!”

ADMINISTRATION

Mr. John McColloch, Superintendent
Mr. John Smith, Assistant Superintendent
Mr. K. Scott Roberts, Principal
Mrs. Kim Pogue, Counselor
Mr. Phillip Karr, Athletic Director
Mrs. Faye Parker, Nurse

BOARD OF EDUCATION

Dr. Bernie Sirois, President
Mr. Dustin Howard, Vice President
Mrs. Carrie Snider, Secretary
Mr. Chris Heavin, Treasurer
Mr. Drew Whitaker, Director
Mrs. Holly Erway, Director
Mr. Larry Maxwell, Director

MIDDLE SCHOOL OFFICE STAFF

Ms. Kathy Grover, Middle School Principal's Secretary
Mrs. LeAnn Shults, Middle School Attendance Secretary

WELCOME FROM THE PRINCIPAL

Dear Students:

Welcome to the 2016-2017 school year at Salem Middle School! What an exciting time as you are beginning a new adventure in your educational career. Middle school life is the beginning of independence as we adjust to the ever-changing world of teenage growth, multiple classes/teachers, and the increased social pressures from growing up. We are looking forward to working with each of you as we develop a student/principal relationship that is based on honesty, trust, and hard work. We expect a lot out of our students, and we know you will accept the challenge to work hard and be responsible both in academics and in your relationships with other students and your teachers.

This handbook will be a guide to help you meet your goals and be successful at SMS. You need to become familiar with this information and share it with your family. You are responsible for following all rules and policies contained in this handbook. The decisions you make at SMS should be based on this document as well as information you receive throughout the year from your teachers and school staff. Make good choices and ask questions if you don't understand the contents of this handbook. Our offices are always open to you. If you have a question, don't hesitate to come by and talk with us.

We want this to be a great year for you. If you make good decisions and work hard, we will all reach our goal...a successful year in academics, extra-curricular activities, and good solid relationships with each other. Have a TIGERSISTIC Year!!

Mr. K. Scott Roberts
Middle School Principal

Staff

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STUDENT RECORDS

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parent's or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is a disclosure to school officials with legitimate education interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore, will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

The following information may be released without obtaining parental consent:

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

EDUCATIONAL RECORDS

Educational records shall be open for inspection by parents or a student or an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of an applicable court order that restricts any parent's access to the student's educational records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's direction.

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "directory information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.

"District Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information: "student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc...) weight and height of members of athletic teams, dates of attendance, degrees, honor and awards received most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

OFFICIAL SCHOOL CALENDAR 2016 - 2017

August 11-12	New Teacher Pre-School Workshops
August 15-16	Teacher Pre-School Workshops
August 17	FIRST DAY OF SCHOOL
September 5	Labor Day/NO SCHOOL
September 19	Professional Development--Teachers/NO SCHOOL
October 14	<u>End 1st Quarter</u>
October 19	Parent Teacher Conference/4:00-8:00 p.m.
October 20	Parent Teacher Conference/4:00-8:00 p.m.
October 21	No School
October 31	Professional Development Day / NO SCHOOL
November 23--25	NO SCHOOL/Thanksgiving Break
November 28	Classes Resume
December 16	Early Dismissal/-11:30 / <u>End 2nd Quarter</u> / Christmas Break
	December 17---January 1 / NO SCHOOL
January 2	Classes resume
January 16	Martin Luther King Birthday/NO SCHOOL
February 17	Professional Development Day / NO SCHOOL
February 20	President's Day/ NO SCHOOL
March 9	<u>End 3rd Quarter</u>
March 27--31	Spring Break / NO SCHOOL
April 14--17	Easter Break / NO SCHOOL
May 24	Last Day of School -Early Dismissal 11:30 <u>End 4th Quarter</u>

SCHOOL SCHEDULE

The main school building is open at 7:30 each morning. All school offices and the library will be open at 7:40. Teachers are in their classrooms at 7:40. Students must be in assigned areas with teacher supervision before school.

The bell schedule for Salem Middle School is as follows:

School day schedule with 26 minutes of “TIGER TIME” built in on Tuesday thru Friday. Class periods will be 46 minutes in length with a 5 minute passing period. *5th Hour class is longer due to lunch period.

There will be NO TIGER TIME on Monday due to early release for PLC—Teachers.

SCHOOL DAY: (M) = 8:09am-----2:39pm

(Tu—Fr) = 8:09am-----3:06pm

MONDAY	Time	TUESDAY thru FRIDAY	Time
<i>1st Hour</i>	8:09---8:55am	<i>1st Hour</i>	8:09---8:55am
<i>2nd Hour</i>	9:00---9:46am	<i>2nd Hour</i>	9:00---9:46am
<i>3rd Hour</i>	9:51---10:37am	<i>3rd Hour</i>	9:51---10:37am
<i>4th Hour</i>	10:42---11:28am	<i>4th Hour</i>	10:42---11:28am
<i>5th Hour</i>	11:33am--- 12:57pm	<i>5th Hour</i>	11:33am---12:54pm
1st Lunch	11:33a--- 12:00pm <i>Class:12:03—12:57p</i>	1st Lunch	11:33—12:00p Class:12:02—12:54p
2nd Lunch	12:01---12:28pm <i>Class:11:33a— 12:00p and 12:30—12:57pm</i>	2nd Lunch	12:00---12:26p <i>Class:11:33a— 12:00pm and 12:28- --12:54pm</i>
3rd Lunch	12:30---12:57pm Class:11:33a--- 12:29p	3rd Lunch	12:26---12:54pm Class:11:33a---12:26p
<i>6th Hour</i>	1:02---1:48pm	<i>6th Hour</i>	12:58---1:44pm
<i>7th Hour</i>	1:53---2:39pm	<i>7th Hour</i>	1:49---2:35pm
		TIGER TIME (8th Hour)	2:40---3:06pm
<i>PLC - Staff</i>	2:45---3:30pm		

STUDENT DISCIPLINE POLICY GRADES 6--8

Student Conduct

Every pupil is expected to obey the rules and regulations of the school, to attend school punctually and regularly, to obey directions of the teachers, to be diligent in study, and to be respectful to staff members and schoolmates. All Salem R-80 District personnel responsible for the care and supervision of students are authorized and held accountable to enforce the student discipline policy, to hold every pupil strictly accountable for any disorderly conduct in school, on any property of school, on any school bus and during school sponsored activities.

Suspension and Due Process

Should the need arise, the Board of Education or an authorized administrator shall exercise the right to suspend or expel a student whose conduct is judged to be against good order and discipline in the schools. Parents or others having custodial care of the student shall be notified and have the right to a hearing before the Board of Education if they so request.

The Board authorized the suspension of pupils by principals for a period not to exceed ten (10) school days and by the Superintendent not to exceed one hundred and eighty (180) school days. If the Superintendent suspends for more than ten days, the student or those legally responsible for him, may appeal the decision to the Board of Education through the procedure as outlined in RSMo 167.171. In the event of an appeal, the Superintendent shall provide to the board a written report of the facts relating to the suspension.

The Missouri Safe Schools Act, H. B. 1301 & 1298 (1996) requires that any violent act committed by a student (which if committed by an adult, would be a felony) will be reported to the appropriate law enforcement agency in addition to the action taken by the school. If this student transfers from this school district to another school district, discipline records may be sent to that school.

STUDENT DISCIPLINE

Understand that no discipline code can specifically address all disciplinary circumstances. The administrative staff will exercise their own judgment in the administration of disciplinary options set forth under this student disciplinary code. School rules will also be enforced next to or adjacent to school property or at school activities. (Example-smoking in the street next to the school or just across the road from the school and in sight of other students and faculty.)

DISCIPLINARY ACTIONS **Explanations**

No group can function unless individuals are willing to accept rules of order. Common sense and written rules are needed to further the schools educational goals. In general these are the possible penalties for behavior that disrupts the school's functions:

1. School Conference will be by letter, telephone or in person with student and or parent/guardian;
2. Withdrawal of Privileges may include denial of hall passes, attendance at assemblies, school activities, etc. It may also include being restricted to an assigned area on bus, at lunch, or in class, etc.;
3. Detention refers to disciplinary action before school, after school or during lunch (ZAP). Students will be assigned to a room under a teacher's supervision to complete a school assignment. Detention before school is assigned by a teacher; after school detention is assigned by the principal (in the Learning Lab or by a teacher).
4. In School Suspension (I.S.S.) refers to a program of isolation, discipline, and work on school assignments and I.S.S. assignments during the school day. Students shall report to the isolation room before school and with work for the entire day. The student will not be allowed to leave the isolation room during the entire day. A student must follow all I.S.S. rules and regulations, complete all assignments and complete the imposed number of days before the student is allowed back into the regular school routine;
5. Counseling, Professional Evaluation and or Treatment may be required of a student to remediate detrimental behavior or as a diagnosis of a student's potential to contribute to a positive, safe school climate;

6. Out-of School Suspension (O.S.S.) is the most serious disciplinary action that can be taken by the principal. During OSS, students are not allowed to be at school, at school activities or be on school property. While students are not allowed to receive credit for assignments during their OSS suspension, they do have access to the curriculum and all assignments. For certain OSS offenses, students shall not be allowed to be within 1,000 feet of any public school in the district. Out of School Suspension interrupted due to inclement weather will be extended to include the next school day(s);
7. Alternative School – Serious discipline issues and/or reoccurring discipline issues may result in placement in Salem’s Alternative School.
8. Expulsion from school requires action by the Board of Education.

The following is a list of punishment for various offenses encountered in the senior high school setting. A level two or level three punishment may be implemented even on the first offense depending on circumstance. The punishment may also vary if the student has committed a first offense in one category but has committed previous violations in other categories. All rules apply, but are not necessarily limited to, acts of students on school parking lots, school transportation or at a school activity whether on or off school property. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. **The principal reserves the right to punish behavior that adversely affects the school even though it may not be specified in the following written rules.**

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

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

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnaping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district.

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

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

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

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

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," Consequences can range from administrative warning, detention, in school suspension, 1-180 days out of school suspension, or expulsion. Report to law enforcement for trespassing if student expelled.

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 of out-of-school suspension or expulsion.

Cell Phone / Electronic Device A student is prohibited from using or having his/her cell Phone / Electronic device turned on during class time or in classrooms, except at the specific request of the teacher of educational purposes.

- Cell Phone/Electronic device use/disruption during class will be addressed by the teacher. *Continual Cell Phone/Electronic device violations will be submitted to administration as a discipline issue.
- The teacher may ask the student to give up his/her cell phone/electronic device for the hour only. (it will be returned to the student at the end of class)

The use of Cell phones and other electronic communication devices is prohibited during the school day (8:09a---3:06p) **Devices may be used before or after school and during lunch while in the Cafeteria.**

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

Second Offense: Detention, 1-3 days I.S.S., confiscation of device (return to student), Contact parent.

Subsequent Offense: 1-3 days I.S.S. or O.S.S., confiscation of device. (return to parent)

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 use 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.

PART 1 THE FIRST PRIORITY OF SALEM MIDDLE SCHOOL

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

Everything done at Salem Middle School 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 Middle 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 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 the 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 their children's behaviors do not take away from a safe and positive learning environment for others.
- Staff should handle all discipline matters in a professional manner.

C. EXPECTATIONS

The belief statements and 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 the 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

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 Middle 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 that 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?" The 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 student 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, school busses, and school activities. The following are examples of behaviors that will not be tolerated:

- Disruptive behaviors
- Inappropriate literature, web sites
- Truancy, continual tardiness
- Destruction or defacement of property
- Tobacco possession or use (including smoking, chewing, and electronic cigarettes)
- 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 toward 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 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:

- Coming to class unprepared-not have appropriate equipment and/or 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 misbehaviors.

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.

- Is the behavior intended to cause another individual physical or mental harm and/or is 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 questions would be:

- 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

- In-School Suspension
- Out-of-School Suspension
- Referral to local agencies
- Long-term suspension
- Expulsion for rest of the year
- Expulsion for 186 days

LEVEL 3: Orderly Environment

- Looking in vicinity of misbehavior

- Informal talk
- Walking toward the misbehavior
- Teacher-Parent conference
- Behavior contract
- Referral to Principal's office
- Restitution
- Principal-Teacher-Parent conference
- Detention
- In-School Suspension
- Removal from bus
- Suspension from school related activities
- Out-of-School Suspension

LEVEL 2: Productive Classroom Environment

- Same as Level 3 (numbers 1-10)
- Verbal redirect-identify the exact behavior and tell the offender in a respectful manner to stop the behavior.

LEVEL 1: Productive Personal Environment

- Ignoring the behavior
- Verbal redirect
- Looking in the vicinity of the misbehavior
- Informal talk
- Walking toward the area of the misbehavior
- Isolation
- Teacher-Parent conference
- Behavior contract
- Detention
- Send student to get necessary materials
- Provide a book for classroom use only

LIMITS

Our purpose is to make Salem Middle 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 is prohibited at Salem Middle School.

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 Substance Act. A student will be charged with drug/alcohol use if any of the following are detected: being in possession of, having used, attempted 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:

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

Unacceptable Attire:

- Hats in building
- Halter tops, shirts with spaghetti straps, or tops which show the midriff
- Tank tops, muscle shirts or other shirts that do not have a one inch strap or do not cover the under arm area. Sleeveless shirts must be hemmed around the arm holes. {No cutoffs}
- Shirts, patches, or clothing with suggestive writing referring to sex, drugs, alcohol, guns or violence.
- Tight clothing
- Boxers, short shorts, pajama pants
- Headbands, bandannas
- Any jeans, slacks, shorts with excessive rips, tears, holes, etc. above the knees
- Leggings worn as stand-alone pants
- 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.
- Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

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 judgement 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.

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, imitation tobacco products, electronic / vapor cigarettes/devices, 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 district-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 JCHD. No product or device will be returned

to a student or parent/guardian. **Referral to Juvenile Office/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, 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 the clothing; or pushing or fighting based on protected characteristics.

Weapons

- 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.
- 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 to requiring a student to be seated under this definition.

- First Hour
 - a. If students are tardy arriving to school during 1st period, they must sign in at the attendance office. Due to unforeseen circumstances, a student is allowed 3 forgiven tardy violations during 1st period.
 - b. Tardy violations 4-6, the student will serve a one-hour detention.
 - c. Tardy violations 7 and beyond, the student will serve a two hour detention.
- 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 an excused/unexcused absence, unless on a hall pass or with signed agenda.

Teacher Authority

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

POLICIES AND REGULATIONS

The Salem R-80 Board of Education sets and approves all policies and regulations to provide an orderly educational environment at Salem Middle School. The smooth and efficient functioning of the school requires the cooperation of everyone – students, faculty and administration. Through cooperation, Salem Middle School will be the kind of school that generates pride in each of us.

Student Attendance Procedure

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 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 they regularly attend.
- Parents, guardians or custodians are responsible that their child attends school regularly.
 - a. Per the Missouri Department of Elementary and Secondary Education, the expectation and definition of “regularly” is defined exceeding 90% attendance.

Absence

When a student is absent, a parent or guardian must call the school attendance office within 24 hours of the absence at 573-729-4261. 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. .

*Absence notes are available for student/parent use from the middle school office.

- ***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.

- Pre-Arranged absences that have been requested in writing or by phone call to an administrator and approved in advance by the building administrator.
 - a. An assignment form will be given to the student by school administration. This form will be signed by all of the student's teachers prior to the planned absence.
 - b. All coursework will be submitted within two days upon return to school.

Unexcused Absence

All absences that do not fall in the categories of an excused absence 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 an unexcused absence. Any absence which is deemed as Unexcused will also be classified as a Discipline Issue.

30 Hour Documentation

Students exceeding thirty 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 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 Attendance Appeal Committee will review all appeals after the conclusion of the semester for which credit / grades were not awarded. Appeals will occur the second week of 2nd Semester and the first week of June.

Academic Work Following an Absence

Student will be given two (2) days upon their return to school 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 a School Related Absence

Students missing school due to a school related absence, such as club, activities or athletics, must have all work completed and turned in 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 related activities or 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 (8th Hour) Tuesday—Thursday, students will have 26 minutes of academic time built in to their day to receive individualized support in any class in which they are currently enrolled. Students are assigned by their grade level team for a four week period (grading cycle) to a specific teacher/classroom. These assignments are classified as:

- Tier 1—Students needing minimal teacher assistance with academics
- Tier 2—Students needing moderate teacher assistance with academics
- Tier 3—Students needing excessive teacher assistance with academics

On Fridays during Tiger Time, students are assigned to an Advisory Teacher. During this time, students will learn character education skills, note / test taking skills, social skills, etc. Students assigned to an Advisory teacher will remain with that teacher during the middle school tenure.

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—5:15pm Monday thru Thursday in the high school library. Transportation will be the responsibility of the Parent / Guardian.

Instructional Time Time spent in interaction with teachers and fellow students is the reason we are all here. Therefore, protecting the time we have to learn is of primary concern. Every effort will be made to make sure each period has the maximum amount of minutes devoted to the learning process as possible.

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 academic requirements; guidance services; discipline policy; attendance; and the other items in this handbook and handouts provided. Students will have transcripts held until all obligations (examples: fines, fees, textbooks returned, etc.) are met.

Field Trips Every year each class may take a field trip, usually during the second semester. In order to pay for the trip, fund raising activities are held. All students are eligible EXCEPT those who have been suspended, either Out-of-School (OSS)(one or more days) or In-School (ISS)(*more than 2 days) during the semester in which the field trip takes place. Students are also required to maintain at least 90% attendance rate for the

year to be eligible. The principal may consider certain exceptions to the attendance requirement.

Dances Students look forward to special events that come along at various points during the year. At these events, such as dances, all students are eligible to attend EXCEPT those who have been suspended, either out of school (OSS) or in school (ISS) more than 2 days during the semester in which the dance takes place. Students must be in attendance for a minimum of six (6) classes the day of the dance or the day before a dance on a weekend. (unless doctor's note verifies student absence)

Athletics Students must be in attendance for a minimum of six (6) classes the day of a contest or the day before weekend contest to participate in the extra-curricular game or activity. Students must be in attendance the day of, or have prior approval from the activity sponsor, coach, or administrator, or verified doctor's excuse to participate in any extra-curricular practice, game or event. Students will be held responsible for knowing and following the R-80 Athletic Discipline Policy. In addition, students must meet MSHSAA eligibility requirements.

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.

GUIDANCE

The Guidance Services Department of the Salem Middle School encompasses several areas. Counseling, a special service of the school created by the need of the student for a confidential relationship with another individual, is the core of the Guidance Services. Other aspects of the Guidance Department are:

- 1. Individual Inventory** - the gathering of test score data, etc. to be used by students, counselor, teacher, and others in planning for special abilities, academic strengths and weaknesses, educational and vocational counseling, emotional and social problems, etc.,
- 2. Information Service** - the dissemination of educational and/or occupational information,
- 3. Placement** - placing the student in classes compatible with his/her ability, interests, and placing students in the world of work,
- 4. Classroom and Small Group Presentations**- are available in the areas of study skills, getting along with friends and/or parents, developing decision-making skills, job seeking, and others, and
- 5. Referral** - the referral of students to other agencies when, in the counselor's judgment, such action would be beneficial to the student.

Scheduling

Student schedules are filled out during second semester of the preceding school year. Schedules are given to the students during the enrollment period two weeks before school begins in the fall.

SCHEDULE CHANGES

Schedule changes will not be made unless it is absolutely necessary and only during the first two (2) weeks of the semester. Criteria that will be looked at are as follows:

1. Possibly in terms of the student's existing schedule and the change will not overload a particular class;
2. The change results in a reasonable program of study;
3. The change is approved by the teachers involved, parent, counselor and an Administrator.
4. After the first four weeks of each semester, courses dropped will be recorded as an "F" unless the Principal initiated the change.

Enrollment and Registration

Pre-enrollment is held each spring in order to learn what each student thinks he or she would like to do to further his or her education.

All middle school students will be called in for completion of schedules on three different days prior to the start of school. During registration, any changes from pre-enrollment will be made. Schedule changes after school starts will be few and only with permission from the principal. After three weeks of the semester, students wishing to enroll will not receive credit for that semester. (unless a transfer student)

Moving from the District or Dropping from School

A student must check out before moving or dropping from school. This may be initiated in the principal or counselor's office. The student will be given a check out sheet, which will be taken to each teacher on the student's schedule for grades and clearance. No records will be sent to another school until all supplies, books, and equipment are returned and all bills are paid.

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. Copies of your transcript will not be mailed to an educational institution that requests it without written permission of a parent or guardian.

Policy for 6th, 7th, 8th Grade Retention

The following is a list of criteria for promotion/retention in grades six, seven and eight:

1. The student must pass five of their seven classes to be promoted.
2. If the two classes failed are core classes, then the student will either:
 - a. be placed on academic probation; or
 - b. be retained as a result of a team decision.

* A meeting will occur between the parent, teachers, principal, and counselor to discuss options "a" and "b". All in attendance will sign a form indicating the decision and the parent understanding of what academic probation is.
3. Any student who is placed on academic probation that fails the same 2 core subjects the following year will be automatically retained.
4. Any probationary student that repeatedly fails 1 core subject and a 2nd new subject will be retained unless the student passes an approved summer school program in the subject failed twice at the expense of the parents.
5. The principal may implement their authority to make the final decision based on the best interest of the student.

Progress/Failing Reports

During the fifth week of each quarter, the teacher may send progress/failing reports to parents or guardians. Students who are failing or doing work that is so poor that the teacher expects the student to fail the subject will receive this report. Reasons for the inferior work are suggested. Students are free to talk with the teacher, counselor or principal when they

recognize their work is poor and want suggestions for improvement. Parents wishing to consult with teachers concerning a student's work should set up an appointment through the counselor or principal's office.

Enrollment of Students from Non-Accredited Schools

Grades 1-8: Any student enrolling in Salem R-80 Schools, grades one through eight, who is coming from a non-state accredited school will be tested, evaluated, and placed in the grade or at a level where Salem school authorities feel the student can function effectively.

Learning Disabilities/Behavior Disorder & Educationally Mentally Handicapped

A specially trained teacher assists students with special learning problems and helps guide them in their educational program.

GENERAL POLICIES

Daily Bulletin

The daily bulletin contains important information for students regarding a variety of topics. The bulletin is read daily by the 1st hour teacher, is posted on the school's website, and displayed on the office door. Students are encouraged to listen to and/or read the daily announcements.

Lost and Found

Found items, including textbooks, are turned in to the principal's office and displayed in the lost/found area of the cafeteria. If items are not claimed within the school year during which they are turned in, they are discarded. Clothing is cleaned and donated to charity each semester.

Poster Display

Any organizations at Salem Middle 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, and should be removed as soon as they are out of date. They must be pre-approved by the principal. Out-of-school posters must be approved through the principal's office.

Student Visitation during School Hours

Students from other schools will not be allowed to visit Salem Middle School during the school day. This includes noon visitation with out-of-school people.

Substitute Teachers

Our school is fortunate to have 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.

Telephone for Student Use

The school telephone is for business calls only. Make any necessary plans with students before they leave home in the morning. Students are not called to the telephone except in case of an emergency. If there is an emergency; a message will be taken to the student as soon as possible. Personal long distance calls by students are not to be charged to Salem

R-80 School District. Students may use their personal cell phone only while in the office, with staff approval, and for contact with parent/guardian.

School Yearbook

The Salem Middle School Annual is called "TIGER BEAT". Subscriptions are sold each spring with delivery the following fall. There are individual pictures of each student and group pictures of clubs, and many pictures of various athletic events and activities throughout the year.

School Pictures

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 student ID.

Students of the Month

This awards program is given monthly to students who demonstrate outstanding citizenship skills. The students selected will be recognized and rewarded.

Salem Middle School Student Council

Student Council is a group of students chosen by the student body to voice their opinions, ideas, and feelings through an organized body. The officers are then chosen within the council. Each grade level will elect a male and female representative.

Spring Formal

Each year, traditionally in May, the members of the student council sponsor a dance. The student council will meet to determine eligibility requirements for those to attend the function based on discipline records, tardies, attendance, etc. Only those with good citizenship will be allowed to attend. (No more than two days of I.S.S. and/or no days of O.S.S.)

Awards Assembly

At the close of each year, a day is set aside to recognize those students who have excelled in the past school year. Each teacher gives an award for their particular subject, a best student scholastically is chosen from each grade, athletic awards are presented, and a special award is given to the best all around boy and girl in the 8th grade class. There is also a citizenship award given to a boy and a girl. The program is under the direction of the Middle School Student Council.

Address Changes It is important that the office have each student's correct address at all times. Home addresses are furnished to the office during fall registration. Any student who changes their place of residence during the school year should report that change to the principal's office at once.

Between Classes

Students are expected to be free and relaxed in the halls, but running and scuffling will not be permitted. Please keep to the right and pass quickly when changing classes or moving in the halls. Unnecessary congestion will not be allowed. Students should not gather in groups that become so large that the hallway is blocked to traffic. Middle School students should not enter the high school building before, during, or after school hours without permission except to attend classes. Conduct becoming of ladies and gentlemen should be maintained at all times. We are asking that all Middle School students get promptly to class and in their rooms before the tardy bell rings. No students should ever be in the halls during class time without a hall pass.

Hall Passes

Students should not be in the halls after the tardy bell rings or any other time without a hall pass. Authorized student handbooks will serve as official hall passes. No student will be permitted in the halls without their signed handbook. Students are expected not to roam the building. Abuse of this privilege may be considered truancy.

Safety Drills

Fire and Tornado – Fire drills will be held from time to time so that students may learn the proper way to go to a safe area in the building. This information is posted in each room. Students should follow teachers' instruction in every instance. Tornado drills will be held from time to time so that students may learn the proper way to go to a safe area in the building. This information is posted in each room. Students should follow teacher's instructions in every instance. Throughout the drills or alerts, students should remain quiet and listen for teacher instructions.

Intruder/Lockdown Drill – To insure the safety of all students and staff in case of an emergency, it is important to be prepared for all situations that may occur in a public setting. This will also be used when the drug dogs are conducting searches of lockers.

Lockers

Lockers are issued by the principal's office on the day of registration free of charge. Lockers must be kept neat and clean. Students must provide their own locks and an extra key or combination must be turned in to the principal's office. School lockers are school property. The school reserves the right to check or inspect the lockers at any time during the school year. Valuables of any type should not be left in the lockers.

Students are cautioned not to bring large amounts of money, radios, tape or CD players, cell phones 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. It is advised that names be placed in personal items. **DO NOT LEAVE VALUABLES IN YOUR LOCKER. Salem Middle School is NOT responsible for lost / stolen personal property.**

Searches

The right to inspect student school lockers, book bags, purses, vehicles or articles carried upon their person, is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising its *in loco parentis* relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote safety and security of persons and their property within the area or educational responsibility. The drug dog may be used in searches of lockers.

Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to voluntary search may be referred to appropriate law enforcement authorities if such action is deemed necessary by the principal.

Senior High Campus

Middle school students are not permitted in the senior high buildings or on the senior high area without permission from the middle school principal unless the assigned class is in the high school.

Attendance Awards

Excellent attendance can be directly correlated to the student's achievement. To encourage school attendance and reward students with high attendance, Salem Middle School will give honor, awards, and recognition to all students with excellent attendance.

Cafeteria

Meals are furnished in the cafeteria. **ALL STUDENT MEALS ARE FREE at Salem Middle School.** Students may bring lunches, but all lunches must be eaten in the cafeteria or other designated areas. All students must go to the cafeteria during the lunch period.

*Breakfast is also available from 7:40—8:00am each day school is in session. Students will need money on their account to buy "extra" snack items.

Food and Drink

Students will not be allowed to have open food or drink in the halls or classrooms before school and during school until after 3:06 p.m. Clear water bottles, provided by the students, are acceptable and encouraged to be used at Salem Middle School. Special cases or situations must be cleared through the principal's office. Open food or drink will be confiscated and not returned to students; this includes drinks / food from local businesses, as well as "Energy" drinks (Red Bull, Monster, etc.)

Closed Campus

Visitors must check in at the Principal's office. Students are not allowed to leave campus at any time unless they are checked out by their parents through the Middle School office. Students are to eat in the lunchroom and **parents or others should not bring food on campus.**

Parent Visitation to School

The success of your child can be measurably increased if you, the parent or guardian, show an active interest in his or her work. You are encouraged to visit school. Teachers are glad to discuss your child at a convenient prearranged time. You should always check through the office before conferring with teachers. If you would like to have a conference with a teacher, please call the office and we will set up an appointment as soon as possible.

Textbooks, Equipment and Materials

Textbooks are provided to students at Salem Middle School without charge. However, the student is responsible for payment of any damaged or lost property. If the student does not pay, all permanent records will be frozen and diplomas will be held at graduation. Students enrolled in certain classes will pay for all materials that they use in making things that will be going home.

School Property

Damages to school property, intentionally or unintentionally, such as carving or marking on desks, walls, chairs, books, damage to school busses, electronic equipment, computers, etc., will be charged to the pupil who is responsible. He or she will be required to repair or replace same.

LIBRARY

The library opens at 8:09a. m. each morning and remains open until 3:30p.m. each day. The library is not to be used as a passageway from hall to hall. The library is not a place to socialize — it is to be used for study or browsing. All books leaving the library must be

checked out at the checkout counter. Students are assigned a barcode number at the beginning of the school year. They will use this barcode number to check out library materials. Magazines and reference books cannot be checked out. Regular library books can be checked out for two weeks. All items may be rechecked indefinitely unless other students are waiting for them.

OVERDUE/LOST BOOKS AND MAGAZINES

- If you have a book overdue, you will not be allowed to check anything else out until it is returned.
-
- If you lose a book, you must pay for it; library books cost about \$20.00 each.
- Students are NOT ALLOWED to have food or drinks (including water bottles) in the library.

TRANSPORTATION

The Salem School District operates six buses. The buses are in good operating condition and are inspected annually by the Missouri Highway Patrol and daily by each driver. The bus drivers are hired by the board and drive the buses over routes that are laid out by the school board, the superintendent, and the principals.

The bus driver is in complete charge of all students who ride the bus. When a student is not returning home on the bus at the end of the day, he is to report the fact to the bus driver. If a student is not riding the bus on a particular day, it will be an aid and courtesy to the driver if he can be notified or signaled to go on and so avoid unnecessary waiting. Students in the Salem District who are unable to determine the location of catching their bus are advised to contact the superintendent's office at 729-6642. Students in outlying districts are advised to contact the principal of the elementary school within their district.

Transportation To Extra-Curricular School Activities

The school sponsors transportation to most out-of-town extra-curricular activities. The use of this transportation is a privilege granted to SMS students. If a student abuses this privilege, it may be revoked and the student may be barred from use of school-sponsored transportation.

Any student riding to an activity on school transportation must return on school transportation unless his parent or guardian is present and takes responsibility for the student's return.

STUDENT'S HEALTH

Contagious Disease

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

Immunizations

"It shall be the policy of the Salem R-80 District that all students attending the district are immunized." State laws and regulations require 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 by the first day of school.

Without this proof it shall be unlawful for any student to attend school in the district 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. **Without proof of immunization, students will not be enrolled.**

Medication

Students are not to be in possession of any type of drug or medication (prescription or non prescription) while at school or at a school function. All medications must be given to the nurse upon arrival at school, and it will be dispensed as needed.

Illness at School

Students who become ill at school should report immediately to the principal's office. Do not go to the rest room 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. Any accident, which occurs on school property, should be reported immediately to the individual in charge of the group. That individual should then report the accident to the principal as soon as possible.

PBIS (Positive Behavior Intervention Support)

Is a program designed to encourage positive behavior from students and address minor behavior concerns prior to their escalation to a major issue. The TIGER PRIDE MATRIX consists of three guiding principles of student conduct that are expected at Salem Middle School. They include:

BE INVOLVED

BE RESPONSIBLE

BE RESPECTFUL

Students who are observed following the Tiger Pride Code will be rewarded by staff with locker magnets. These magnets are colored and worth points. White Magnet = 1 point; Blue Magnet = 3 points; Gray Magnet = 5 points. Students may redeem these magnets in the Tiger Pride Store on a bi-weekly basis for a variety of items.

GRADING SYSTEM

The Grading system represents five levels of achievement. These levels are A (superior), B (above average), C (average), D (below average), and F (failing). Report cards are issued every nine weeks and utilize the grading system above. Every student will receive computerized report card of all grades one week after the end of each quarter.

Grades 6--8

<i>Letter Grade</i>	<i>Percentage Grade</i>
A	93-100
A-	90-92
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77

C-	70-71
D+	68-69
D	62-67
D-	60-61

Grades are cumulative over the 18-week semester. Students will receive Progress Reports at various times during the semester. Parents are encouraged to check their student’s grade on a weekly basis via parent portal.

Final Exams / Final Exemption Policy

A cumulative final exam will be given at the end of the 18-week semester. The final exam will be equivalent up to 15% of the student’s semester grade.

Students who meet the following criteria, may choose to be exempt from finals. The criteria is as follows:

- Semester attendance rate of 97% or better
- No grade in ANY class lower than a 70% (C-)
- Received no more than 2 days of I.S.S. for any disciplinary issue
- No days of O.S.S.

Students who are Exempt from finals may choose to take the final in an effort to improve their grade. If they choose this option, the final exam can only help their grade, not hurt it.

SALEM R-80 ASSESSMENT PLAN

The Board of Education supports the establishment of the district’s local assessment plan as an indication of the success and quality of the total education in the school district. With time and effort, the local assessment plan will produce: a comprehensive testing program which monitors a variety of achievement targets for a variety of purposes; data 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 the fifth cycle MSIP Standard 6.2. In compliance to the standard, the district’s local assessment plan includes: a description of tests included in the district-wide assessment program, the purpose of each, and how the results will be used; guidelines for including students with special needs into the state of district-wide assessment programs; a description of how and in what subjects the district is assessing the Show-Me Standards which are not assessed by the MAP; guidelines for staff development in relation to state and local assessment; guidelines for teaching test-taking strategies; a test-security policy.

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

Honor Roll

To be eligible for the all A Honor Roll, a student must have an average of 4.0 or an A in every subject. To be eligible for the B Honor Roll, a student must have a 3.0 average with not more than one C. Based on 4 points as an A, 3 points as a B, 2 points as a C, and 1 point as a D.

Special Education/Related Services

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

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one that reside in the district. This information is treated as confidential. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the district's administrative offices, 1400 Tiger Pride Drive, Salem, MO 65560 or at 729-6642 during business hours.

SALEM R-80 SCHOOL DISTRICT INTERNET POLICY

The Salem R-80 School District can now offer worldwide web Internet access to your child at his/her school. This access offers vast, diverse, and unique resources and is provided to students and school personnel to promote educational excellence in the Salem R-80 School District. The purpose of this document is to inform parents, guardians, and students of the availability of the Internet resources as well as the rules governing its use and obtain express parental or guardian permission for an individual student to use the Internet while at school.

The Internet is an electronic highway connecting thousands of computers all over the world that can give students and teachers access to a variety of educational resources. The World Wide Web, a portion of the Internet that your student can use, includes some information specifically designed for children, up-to-the-minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in the school environment. To access the World Wide Web at school, students will be using a World Wide Web browser (a piece of software) called Netscape Navigator. This allows students to navigate through "web" information by pointing and clicking the mouse. Information is presented in text, pictures, sound and some video.

The educational value of appropriate information on the Internet is substantial. The Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting. There is information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. Salem R-80 School District does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. One of our school goals is to support students in responsible use of this vast reservoir of information. In addition to student education, Internet access is available to students only on computers that are in highly traveled areas of the school building such as classrooms, computer laboratories and the media center. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner

consistent with this agreement and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

EXPECTATION OF PRIVACY

The parent or student should have no expectation of privacy in the use of District computers or other technology.

PROPER & ACCEPTABLE USE

The use of the Internet, including the World Wide Web in any Salem R-80 School, must be in support of education and academic research and consistent with the educational objectives of the Salem R-80 School District.

Internet activities that are permitted and encouraged:

- * Investigation of topics being studied in school or teacher approved research.
- * Investigation of opportunities outside of school related to community service, employment or further education.

Internet Activities that are not permitted:

- * Searching, viewing or retrieving materials that are not related to schoolwork, community service, employment or further education (thus, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted);
- * Copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- * Subscription to any services or ordering of any goods or services
- * Sharing of the student's home address, phone number or other information;
- * Playing games or using other interactive sites such as chats;
- * Any activity that violates a school rule or a local, state, or federal law.

RELIABILITY OF INFORMATION

Use of any information obtained via the Internet is at the user's risk. Salem R-80 School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

PARENT/STUDENT RESPONSIBILITY Violation of the terms of this agreement may result in suspension or revocation of a student's access to the Internet. Any action taken by a student, which is in violation of school rule, will be subject to the usual disciplinary actions and could also result in legal action.

Parents, if you object to your son or daughter using the Internet, please contact us. If we do not hear from you immediately, we will assume that you permit your son or daughter to use the Internet in the middle school.

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

Eligibility for Holding Office

A student must have at least a "C" average to be elected to or hold a club office. A student whose school work becomes unsatisfactory or whose general conduct is below what is expected of any citizen of the school may be removed from office. Failure in any one class is considered unsatisfactory.

Activities Calendar

All middle 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.

Fund Raisers

Many middle school organizations participate in fundraisers during the year. Only school sponsored fundraisers may be sold at school. These items may only be sold before and after school and during lunches and must have received administration approval.

Middle Athletic Program

The athletic program in Salem Middle School is a very important phase of the entire school program. It is not only a great benefit to the participants, but every student in school is a beneficiary. It also benefits the citizens in our community since it has a tendency to increase community morale. 7th & 8th grade boys may participate in inter-scholastic football, basketball, track, and cheerleading. 7th & 8th grade girls may participate in basketball, volleyball, track, and cheerleading.

Use of Gym

A coach or physical education teacher supervises activity in the gyms during school hours. Everyone must have gym shoes on before getting on the basketball court. After school is dismissed a school employee must supervise activities when students are present. Evening use of the gym by the community is reserved/approved through the Salem R-80 Central Office.

Assemblies

Student assemblies offer one of the best opportunities for friendly association among students. Through assemblies, students are brought together for pep talks and sport rallies, patriotic or special holiday assemblies, and various school and community projects. By means of these, students acquire greater school spirit and are given opportunities to show their individual abilities.

Most assemblies are combined ones. Hence, due to the size of the auditorium, there is a call for undivided cooperation from the student body, especially those in the rear of the auditorium. To insure orderly conduct on the way to and from and during assemblies, please observe the following rules:

1. Go quietly to your seat, using the correct entrance,
2. If at all possible, do not bring any magazines or papers with you,
3. Give your immediate attention as soon as any speaker appears on the platform,
4. Be courteous to everyone who has a part in the program,
5. Control your applause — it may show poor school spirit, and
6. Do unto others, as you would have others do unto you if you were on the platform.

Athletic Events

Join your cheerleaders in putting pep into the game and encouraging your players. Be courteous to all officials and cheerleaders when the team is in a tight situation. Impress visitors with your "good sportsmanship" whether victorious or defeated. All students are expected to be in the stands when the team is playing on the field or on the court. Students

may be removed from events and future attendance restricted or denied based on citizenship standards.

Conflicts between Activities

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.** 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 extra-curricular activity/competition/performance, the absence will be excused. The coach/sponsor will not penalize the student as a result of the decision.

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.

SEXUAL HARRASSMENT

The school district is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegation of sexual harassment will be investigated. If substantiated, corrective or disciplinary action shall be taken, up to and including suspension and/or removal.

