

William Lynch Elementary School

Home of Trustworthy Tiger

2016-2017

101 North Main Street, Salem, Missouri 65560

Phone: 573-729-6611 Fax: 573-729-2433

John McColloch
Superintendent

Kriste Crocker
Principal

PRINCIPAL'S MESSAGE

William Lynch Elementary Students and Parents,

Welcome to our school where learning is our superpower! You are getting ready to begin such an exciting year. At William Lynch, we feel so honored to be part of helping our students realize their dreams. It is our desire to assist each one in finding what makes them incredible.

Our school believes that every student regardless of race, color, national origin, ancestry, religion, socioeconomic status, sex, age, disabling condition or other discriminatory category should have equal opportunity to participate in all educational programs and activities.

We look forward to partnering with you in the education of the children of this district. The first step is for us to share the information in this handbook with you, and we ask you to continue the process by sharing this information with the students. Finally, please complete and return the slip at the bottom of this paper to your child's teacher.

Sincerely,

Kriste Crocker
Principal

The purpose of School Wide-Positive Behavior Support at William Lynch Elementary is to equip students for success by creating a safe, respectful environment that emphasizes academic excellence.

Dear Parent/Guardian:

Please review the William Lynch Elementary School Student Handbook with your child. Sign below and return this form to the school.

My child _____ has reviewed and understands the Student Handbook for the 2016-2017 school year.

Student Signature

Parent/Guardian Signature

WILLIAM LYNCH ELEMENTARY SCHOOL STUDENT HANDBOOK

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 education records. These rights are

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to official 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 parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released. The following information may be released without obtaining parental consent: Student’s name, parent’s name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests assemblies, service projects, awards ceremonies, etc.) weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources or referral or applicants for admission and employment with the Salem R-80 School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Salem R-80 School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact, Title IX and Section 504 Coordinator, 1409 West Rolla Road, Salem, Missouri, (573)729-6642, who has been designated to coordinate Salem R-80 School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding Salem R-80 School District's compliance with the regulations implementing Title IX or Section 504.

John McColloch
Superintendent
Salem R-80 Schools

FAPE

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

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

SPECIALS: PE, ART, MUSIC, LIBRARY

All kindergarten and first grade students will attend a special class each day. These classes offer students an opportunity to explore other aspects of curriculum outside of the classroom and apply learning in new ways. You can get a schedule from your classroom teacher that details what special will be attended each day.

PE: students are asked to wear tennis shoes. You may wish to send an extra pair to be left at school. Girls may wear dresses but are encouraged to wear slacks or sweatpants under them.

Art: if any special materials are needed, a note will be sent home with your student

Music: time will spent exploring various aspects of music and preparing for the annual concert.

Library: all students are expected to return library books in good condition. Students should care for all media center materials.

ATTENDANCE POLICY AND PROCEDURES

1. Parents should notify the school regarding the student’s absence. Upon the student’s return, the parent should send a note including the student’s name, date of the absence, reason for the absence, and a parent’s/guardian’s signature. If the student was under a doctor’s care, please include a doctor’s note.
2. School activities will not be considered absences.
3. Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that class begins. The time missed will accumulate into absences. In order to assure your student’s safety, please walk your child to the door if they arrive after 8:00 am.
4. When students are reported absent, the parent/guardian may be called, unless the school is notified by the parent as to the cause for the absence.
5. In cases of excessive absenteeism, the proper county and state authorities will be asked to investigate the possibility of educational neglect.

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

At William Lynch Elementary, regular and punctual patterns of attendance are expected of each student enrolled. It is important to our students that they strive to maintain good attendance for academic achievement, citizenship, and overall success in school. Frequent absences from the classroom and late arrivals will disrupt the instructional process being delivered to the students. The entire learning process requires continuity of instruction, classroom participation, learning experiences and study.

Student absenteeism and tardiness are detrimental to the student, the teacher and their class. William Lynch Elementary has an obligation to enforce state law and its own attendance policies in regards to student attendance at school. It becomes the duty of the school to notify the parents/guardians of any chronic absenteeism noted by the school. They will then have the opportunity to remedy the pattern of absences.

William Lynch officials will use the following guidelines to enforce the attendance policy.

Tardiness

After 5 tardies per quarter	Letter sent home
After 10 tardies per quarter	Letter sent home and/or referral to the Division of Family Services and/or intervention in conjunction with the Juvenile Office, at the discretion of the principal
After continuing tardiness	Continued documentation and additional referrals to the Division of Family Services

Absences

After 5 absences per semester	Letter sent home
After 8 absences per semester	Letter sent home and/or possible intervention in conjunction with the Juvenile Office
After 10 absences per semester	Letter sent home and/or referral to Division of Family Services and/or Juvenile Office

LOST AND FOUND

Parents are urged to mark student’s name on their belongings. If an item of clothing is lost, check the lost and found box in the conference room. Smaller personal possessions will be left in the office. Students may inquire before or after school if an item is lost.

BICYCLE RULES

1. Bicycles are to be parked in the bike rack.
2. Bicycles brought to school should be in good, safe condition.
3. Students should walk the bicycles across the playground to the bike rack.
4. Students should never touch bicycles not belonging to them.
5. Bicycle riders should obey the same rules that apply to cars when using the street.

GENERAL RULES

1. All parents and visitors must report to the office upon entering the building when dropping off or picking up children from school.
2. Once a student arrives at school, he/she may not leave the campus or playground during school hours without permission from the parent or a teacher.
3. Students should not arrive on school grounds before 7:30 am. A teacher will be on duty while the students are on the playground, in the gym or in the cafeteria.
4. After arriving at school, students should go directly to the gym or the cafeteria.
5. At no time are students to play on the front areas of the school (on Main Street/ Hwy 19).
6. Students will use voice level 0 when passing in the hallway.
7. Students will maintain a safe distance from the playground fence.
8. Students are encouraged to bring only nutritional snacks to be eaten near the trash container. Wrappers, baggies, etc. are to be placed in the trash container.
9. Students who purposely break or damage school property or equipment will be expected to replace or pay for replacements or repair.
10. All students are responsible for being thrifty with school supplies. This includes paper towels, napkins, writing paper, etc. School playground balls have been marked in permanent ink. If one should find its way into your neighborhood or your home, please return it to the school.
11. Toys should be brought to school only with prior teacher approval. Toy weapons are not appropriate for school.
12. Students are asked to help the school remain clean by doing their part in picking up papers and other items belonging in the trash.
13. Organized games and playground equipment is reserved for recess time only.
14. Students will be required to ride the bus to all school field trips. Students will also be required to ride the bus back to school if the buses return to school during school hours. Certain exceptions may be approved through the principal. Field trips are for students who have not received ISS or OSS and have a consistent average attendance of 90% or greater.
15. Invitation cards can be disruptive to the social and academic climate of a classroom; therefore, they are reserved for home distribution.

STUDENT DRESS CODE

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

WILLIAM LYNCH SOCIAL BEHAVIOR MATRIX

The purpose of William Lynch Elementary’s schoolwide discipline plan is to equip students for success by creating a safe, respectful, environment that emphasizes academic excellence.

Expectation	All Settings	Classroom	Cafeteria	Restroom	Playground	Hallway
Voice Levels		0,1,2	0,1,2	0	0,1,2,3	0
Be Safe	Practice KYHFAAOOTY. Be where you belong.	Use walking feet. Use supplies correctly.	Keep food on your tray. Stay seated with knees and nose facing tray.	Keep feet on the floor. Wash hands with soap and water.	Follow playground rules. Use equipment as appropriate.	Use walking feet. Stay in short, straight and silent lines.
Be Respectful	Use kind words. Treat others as you want to be treated. Give 5 to the speaker.	Raise hand for help or to talk. Touch only your personal belongings.	Eat only your food. Use good manners.	Give others privacy. Clean up after yourself.	Share. Take turns.	Walk quietly. Take care of hallway displays.
Be a Learner	Follow directions. Listen.	Use time wisely. Complete your work.	Be a good example.	Use facility quickly and quietly. Follow restroom procedures.	Be a problem solver. Be a good friend.	Return to class quickly. Smile and wave to greet others.

STUDENT DISCIPLINE POLICY

All students are expected to follow the rules and regulations of the school, be on time to class, attend school regularly, follow teacher and staff directives, and respect others.

Staff members are expected to enforce the discipline policy at school, on the school bus, on school property, and at school-sponsored activities.

Behavior which disrupts the school’s functions may be dealt with in several ways:

1. School conference—in person, by telephone, or by letter with the student and/or parent/guardian,
2. Withdrawal of privileges—loss of recess or special classroom activity, sitting with a group for lunch, attendance on field trips or assemblies, school activities, etc. It may include being restricted to a certain area on a bus, at lunch or in class.
3. Isolation—students are assigned to a room under the supervision of a staff member. This may be before, during or after school hours.

4. In-school Suspension (ISS)—students are assigned to the office with work for a specific amount of time. The student will leave only to use the restroom. School assignments are completed and the student will return to class if all ISS rules are followed.
5. Out-of-school Suspension (OSS)—students are not allowed at school or to be on school property.

STUDENT DISCIPLINE

The following is a list of consequences for various offenses encountered in the elementary school setting. A level two or level three consequence may be implemented even on the first offense depending on circumstance. The consequence 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 property, including playgrounds, parking lots, and school transportation, or at a school activity, whether on or off school property. The principal reserves the right to punish behavior that adversely affects the school even though it may not be specified in the following written rules. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. 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 the policy, as allowed by law.

Reporting to Law Enforcement

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

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. Kidnapping under §565.110, RSMo.
4. First, second, or third degree assault under §§565.050,.060,.070, RSMo.
5. Sexual assault or deviate sexual assault under §§566.040,.070, RSMo.
6. Forcible rape or sodomy under §§566.030,.060, RSMo.
7. Burglary in the first or second degree under §§569.160,.170, RSMo.
8. Robbery in the first degree under §569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§195.21,.212, RSMo.
11. Arson in the first degree under §569.040, RSMo.
12. Felonious restraint under §565.120, RSMo.
13. Property damage in the first degree under §569.100, RSMo.
14. Child molestation in the first degree pursuant to §566.067, RSMo.
15. Sexual misconduct involving a child pursuant to §566.083, RSMo.
16. Sexual abuse pursuant to §566.100, RSMo.
17. Harassment under §565.090, RSMo.
18. Stalking under §565.225, RSMo.

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

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than 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 and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion or Other Disciplinary Consequences

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

In accordance with law, any student who is suspended for any offenses listed in §160.261, RSMo, or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be

allowed within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist

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

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

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student’s discipline file pursuant to law and Board policy.

1. **Aggressive Behavior**—Student displays behaviors such as pushing, shoving, pinching, hitting, tripping, kicking, slapping, spitting, throwing, and KYHFAAOOTY violations.
First Offense: Withdrawal of privileges, contact parents
Second Offense: Isolation or ISS, contact parents
Subsequent Offense: ISS or OSS, contact parents
2. **Arson**—Any intentional or unintentional use of matches or fire-setting devices.
First Offense: Verbal reprimand, contact parents, withdrawal of privileges, restitution-- if appropriate
Second Offense: ISS/OSS, contact parents, restitution--if appropriate
Subsequent Offense: OSS, contact parents, restitution--if appropriate
3. **Assault**
 - a. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.
First Offense: Principal/Student conference, ISS/OSS, or expulsion
Subsequent Offense: ISS, OSS, or expulsion
 - b. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.
First Offense: 10-180 days OSS or expulsion
Subsequent Offense: Expulsion
4. **Bullying and Cyberbullying**(see Board policy JFCF)—Intimidation or harassment of a student or multiple students perpetrated 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: ISS or 1-180 days OSS
Second Offense: 1-180 days OSS or expulsion
5. **Bus or Transportation Misbehavior** (see Board Policy JFCC)—Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.
First Offense: Verbal warning by transportation supervisor
Subsequent Offense: Contact parents, restriction of bus privileges

6. **Classroom/Lunchroom/Playground/Building Misbehavior**—Any behavior that a teacher/supervisor deems disruptive to the learning process or general order.
- First Offense: Verbal reprimand
 Second Offense: Withdrawal of privileges, contact parents
 Subsequent Offense: Withdrawal of privileges, isolation, or ISS, contact parents
7. **Dishonesty/Cheating**—Any act of lying, whether verbal or written, including forgery.
- First Offense: Zero on work, verbal reprimand
 Second Offense: Zero on work, contact parents
 Subsequent Offense: ISS, contact parents
8. **Disrespectful or Disruptive Conduct or Speech** (see Board Policy AC if illegal harassment or discrimination is involved)—Verbal, written, pictorial, or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.
- First Offense: Principal/student conference, ISS or 1-10 OSS
 Subsequent Offense: ISS, 1-180 days OSS or expulsion
9. **Drugs/Alcohol** (see Board Policies JFCH and JHCD)
- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation
- First Offense: ISS or 1-180 days OSS
 Subsequent Offense: 1-180 days OSS or expulsion
- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act. A student will be charged with drug/alcohol use if any of the following are detected: being in possession of, having used, attempting to use, being under the influence of any alcoholic beverage or controlled substance. “Under the influence of…” will be determined by the supervisor in charge and is defined by the Board of Education as any physical symptoms such as odor of alcohol on the breath, pupil dilation, or other overt characteristics.
- First Offense: 10 days OSS or 7 days OSS and 3 days ISS if a student agrees to and undergoes professional evaluation and treatment at the expense of the student. Documentation must be provided before student will be readmitted. Contact parents.
 Second Offense: 90 days OSS, contact parents
 Subsequent Offense: Expulsion recommended, contact parents
- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.
- First Offense: 90 days OSS, contact parents, contact authorities
 Subsequent Offense: Expulsion recommended, contact parents, contact authorities
10. **Failure to Care for or Return District Property**—Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.
- First Offense: Restitution. Principal/Student conference, detention, or ISS
 Subsequent Offense: Restitution. Detention or ISS
11. **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**—Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.” As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to

the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

Subsequent Offense: ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.

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

First Offense: Restitution, Principal/Student conference, ISS, 1-180 days OSS or expulsion.

Subsequent Offense: Restitution. ISS, 1-180 days OSS or expulsion

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

First Offense: ISS, contact parents

Subsequent Offense: OSS, contact parents

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

First Offense: ISS, contact parents

Second Offense: OSS, contact parents

Subsequent Offense: Expulsion recommended

15. **Harassment, including Sexual Harassment** (see Board policy AC)

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

First Offense: Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion

Subsequent Offense: ISS, 1-180 days OSS, or expulsion

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

First Offense: ISS, 1-180 days OSS, or expulsion

Subsequent Offense: 1-180 days OSS or expulsion

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

First Offense: ISS or 1-180 days OSS

Subsequent Offense: 1-180 days OSS or expulsion

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

First Offense: Confiscation, warning, principal/student conference, or ISS

Subsequent Offense: Confiscation, principal/student conference, ISS or 1-180 days of OSS

18. **Nuisance Items**—Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: Confiscation, warning, principal/student conference, detention, or ISS

Subsequent Offense: Confiscation, principal/student conference, detention, ISS or 1-10 days OSS

19. **Sexually Explicit, Vulgar or Violent Material**—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or

depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/student conference, ISS, or 1-180 OSS

Subsequent Offense: Confiscation. ISS, 1-180 OSS, or expulsion

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

First Offense: Verbal reprimand, withdrawal of privileges

Second Offense: Isolation, contact parents

Subsequent Offense: ISS, contact parents

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

- a. Directed toward school mates

First Offense: Verbal reprimand

Second Offense: Withdrawal of privileges, contact parents

Subsequent Offense: ISS/OSS, contact parents

- b. Directed toward staff members

First Offense: ISS, contact parents

Second Offense: OSS, contact parents

Subsequent Offense: OSS, contact parents

22. **Tobacco**—The possession or use of tobacco, tobacco products, electronic cigarettes, or other nicotine-delivery products is prohibited on the Salem R-80 property. Students on district transportation, in extended instructional activities, or during school-related activities are prohibited from tobacco or tobacco product use. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Confiscation of tobacco product, contact parents

Second Offense: Confiscation, ISS, contact parents, view film

Subsequent Offense: Confiscation, ISS, contact parents, view film

23. **Truancy or Tardiness** (see Board policy JED and procedures JED-AP1 and JED-AP2)—Missing school without prior parental permission or leaving school without signing out, being any place that a student does not have permission to be at, or not being in assigned room or area; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Verbal reprimand, contact parents

Second Offense: ISS, contact parents

Subsequent Offense: ISS, contact parents, and removal from extracurricular activities

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

First Offense: Principal/student conference, ISS or 1-180 days OSS

Subsequent Offense: 1-180 days OSS or expulsion

25. **Vandalism** (see Board policy ECA)—Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution, contact parents

Second Offense: Restitution, ISS, contact parents

Subsequent Offense: Restitution, OSS, contact parents

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

- a. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. §921, 18 U.S.C. §930(g)(2) or §573.010, RSMo.

First Offense: ISS/OSS, contact parents and legal authorities

Second Offense: OSS, contact parents

Subsequent Offense: OSS

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

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent

Subsequent Offense: Expulsion

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

First Offense: ISS, 1-180 days OSS or expulsion

Subsequent Offense: 1-180 days OSS or expulsion

Students engaging in major disruptions will be referred directly to the principal. Minor disruptions will be handled by teachers and staff members.

The above offenses are general and do not include everything that could cause disciplinary action to be taken. Disciplinary problems will be dealt with at the lowest level possible, beginning with the supervising teacher and escalating to suspension/expulsion of the student.

BUS SAFETY REGULATIONS

The safety of our students is of the utmost importance. All possible safety precautions will be taken while transporting our students. Disorderliness on the bus may distract the driver's attention from his/her driving and become a safety hazard for the entire bus. Therefore, if a student cannot comply with the safety regulations, he/she may be denied the privilege of riding the bus.

1. Prior to loading:
 - a. Pupils must be on time. The bus cannot wait beyond its regular schedule.
 - b. Bus riders should conduct themselves in a safe manner while waiting for the bus.
 - c. Be careful in approaching the bus stops. Wait until the bus comes to a complete stop before attempting to enter the school bus.
2. While on the bus:
 - a. The driver is in charge of the pupils on the bus. Pupils must obey the driver.
 - b. Classroom conduct is to be observed by pupils on the bus, except for ordinary conversation at voice level 1 or 2.
 - c. When boarding the bus, go quickly and quietly to the rear of the bus and load from the back seats first, unless otherwise instructed.
 - d. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 - e. Assist in keeping the bus safe and sanitary at all times.
 - f. Treat bus equipment with respect. Damage to seats, etc. must be paid for by the offender.
 - g. Bus riders should never tamper with the controls or the equipment on the bus.
 - h. Keep books, packages, coats, feet and all other objects out of the aisle.
 - i. Do not throw anything out the bus window.
 - j. Bus riders are not permitted to leave their seats while the bus is in motion.
 - k. Voice level 0 when approaching a street intersection.
 - l. No glass containers allowed on the bus.
3. After leaving the bus:
 - a. Cross the road, when necessary after getting off the bus (at least ten feet in front of the bus) then cross only when the driver signals its safe. The pupil should not look to be sure that no traffic is approaching in either direction.
 - b. The driver will not discharge riders at other places than the regular bus stop, at the home or at the school, unless by proper authorization from parents or school officials.
4. Extracurricular trips:
 - a. The above rules and regulations would apply to any trip under school sponsorship.
 - b. Pupils shall respect the wishes of a teacher or chaperon appointed by the school.

INTERROGATIONS, INTERVIEWS AND SEARCHES

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

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

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