

Panthers

2023-24

**SALISBURY R-IV SCHOOL DISTRICT
JUNIOR HIGH/HIGH SCHOOL
STUDENT HANDBOOK**



FIND US ON THE WEB

WWW.SALISBURY.K12.MO.US

FACEBOOK: SALISBURY R-IV SCHOOL DISTRICT

IMPORTANT PHONE NUMBERS

Central Office / Superintendent Office	660-388-6699
Junior High / High School Office	660-388-6442
Junior High / High School FAX	660-388-5651
Athletic Director Office	660-388-6827
Bus Barn	660-388-5965
Elementary School Office	660-388-6611 or 660-388-5500
Elementary School FAX	660-388-6752

ADMINISTRATION/DIRECTORS/OFFICE PERSONNEL

Superintendent	Mr. Jared Wallace
Principal	Mr. Wade Billington
Elementary Principal	Mrs. Robin Gebhardt
Athletic Director/A+ Coordinator	Mr. Jason Haines
7-12 Counselor	Mrs. Debbie Bachtel
Special Education Director	Mrs. Jeri Marek
District Testing Coordinator	Mrs. Wendy Graskewicz
District Technology Director	Mr. Mitchell Green
District Transportation Director	Mr. Troy Billue
District Maintenance Director	Mr. Rick Conway
District Bookkeeper	Mrs. Lynn Hamilton
Superintendent Office Assistant	Mrs. Kim Vetter
High School Office Assistant	Mrs. Brooke Sellers

CERTIFIED PERSONNEL

Kathryn Bachtel-Girls Physical Education	Jessica Maxwell-JH Communication Arts
Abby Barron-Agriculture/Industrial Arts	Alex McFadden-JH Social Studies, HS History
Cloe Billington-HS Science	Lindsay Ostermann-Family/Consumer Sciences
Hope Bottomley-HS Communication Arts	Crystal Slivinski-Vocal Music
Ashtyn Carothers-HS Science	Amber Summerville-RootEd Advisor
Stephany Clark-Art	Amy Swallow-HS History
Melissa Conway-JH Science/HS Science	Jamie Vetter-HS History/Psychology/Sociology
Brittney Doman-JH Math	Jessica Wallace-Special Education
Alex Falloon-Agriculture/Industrial Arts	Tony Wales-HS Math
Stephanie Gladbach-Business	Micheal Williams-Instrumental Music
Wendy Graskewicz-Special Education/Library	
Jessica Hartmann-HS Communication Arts	
Nate King-Boys Physical Education	
Kristy Link-HS Math	
Oren Magruder-Fitness	

SUPPORT STAFF

Angie Billue-Bus Driver	Heather Hinkle-Special Education Aide
Glen Gutz-Bus Driver	Janet Jackson-Bus Aide
Casandra Lauhoff-Custodian	Cheri Keene-Lunchroom Clerk
Lyndsay Moore-School Nurse	Colbie Sawyer-Special Education Aide
Michelle Schiltz-School Nurse	Gwen Stapleton-Special Education Aide
Paula Hartmann-Kitchen Staff	Donnie Stuver-Bus Driver
Molly Henke-Kitchen Staff	Bob Vasser-Bus Driver
Tricia Henke-Kitchen Staff	Mary Vaughn-Bus Driver

BOARD OF EDUCATION

Andrea Binder	President	Russ Stundebeck	Vice President
Terry Hulett	Treasurer	Don Wyatt	Director
Diane Cooper	Director	Pam Lockard	Director
Chris Wilhoit	Director	Kim Vetter	Secretary

SPONSORS / ATHLETIC COACHES

Academic Bowl	Jessica Hartmann
Academic Bowl JH	Jessica Hartmann
Art Club	Stephany Clark
Baseball Head	Nate King
Basketball JH Boys	Alex McFadden
Basketball JH Girls	
Basketball Varsity Boys Head	Kenny Wyatt
Basketball Varsity Boys Asst.	Mitchell Green
Basketball Varsity Girls Head	Cloe Billington
Basketball Varsity Girls Asst.	
Cheerleading	Hope Bottomley/Stephanie Gladbach
Cross Country	Stephanie Gladbach
Cross Country JH	Stephanie Gladbach
Drama	Jessica Hartmann
Drama Asst.	Hope Bottomley
FBLA	Stephanie Gladbach
FCCLA	Lindsay Ostermann
FFA	Abby Barron/Alex Falloon
FTA	Stephany Clark
Football Head	Oren Magruder
Football Asst.	Jamie Vetter/Dane Brooks/Tony Wales/Zach Cooper
Football JH Head	Tim Armentrout
Football JH Asst.	Brian Ramsey
Golf Boys	Kenny Wyatt
Golf Girls	Alex McFadden
Music Instrumental	Micheal Williams/Crystal Slivinski
Music Vocal	Crystal Slivinski
NHS	Ashtyn Carothers
SADD	Amy Swallow
Science Club	Cloe Billington
Science Olympiad	Cloe Billington
Softball JH Head	Amber Summerville
Softball JH Asst.	Carley Watts
Softball Varsity Head	Nate King
Softball Varsity Asst.	Kathryn Bachtel
Speech	Ashtyn Carothers
Student Council JH	Brittney Doman
Student Council HS	Amy Swallow
Track Boys Head	Jamie Vetter
Track Girls Head	Tony Wales
Track JH Boys	Mitchell Green
Track JH Girls	Kathryn Bachtel

SALISBURY SCHOOL SONG:

Here's to our Salisbury High School, To the dear old freshies new,
And the sophomores as a rule, To the purple, too, are true,
We will praise our Juniors tender, All honor shall be told,
While the Seniors stand defenders, Of the purple and the gold.
Through the four long years of study, Midst the scenes we love so well,
And the mystic charms to knowledge, We vainly seek to spell,
Though we win athletic victories, On the basketball field so bold,
Still we fight for Salisbury High School, And the purple and the gold.
Though the cares of life o'er take us, Mingling fast our locks with gray,
Should our dearest hopes betray us, False fortunes fade away,
Still we banish care and sadness, As back our memories roll,
And recall those days of gladness, Neath the purple and the gold

FORWARD

The following student handbook is provided for your information. Although it does not include all of the issues that will arise through the course of a school year, it will serve as an overall guide for students to follow. The student is responsible for all content in this handbook.

We ask you to keep in mind that rules and regulations are designed to serve the student body as a whole and that this school is strongly dedicated to defending your right to an undisturbed, safe environment for your education.

MISSION STATEMENT

The Salisbury R-IV School District will educate and inspire students to achieve individual success.

Adopted 2013-14

VISION STATEMENT

Salisbury Junior/Senior High School will provide standards-based instruction and resources that will promote high levels of student learning in all academic areas including the arts, technology, vocational skills, and extra-curricular activities. The school will provide remediation for at-risk students and offer challenging extensions for advanced learners. By creating a positive atmosphere and using effective communication students, staff, and the larger community will work together to develop an environment where diversity and equality are encouraged. These opportunities will promote supportive, engaging, and challenging paths that will guide students towards rewarding careers, life-long learning, and a desirable quality of life. Adopted 2013-14

EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district.

We believe that all students can learn. All students, however, are individuals, possessing unique interests and abilities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive, responsible member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life and help to contribute to a positive attitude and build self-esteem.

We believe that in an ever-shrinking world, a student must be prepared to take his or her place in this global community. In order to do this, education must provide the student with an appreciation for cultural differences as well as a cooperative spirit.

We believe that a student cannot be given all the information in his or her thirteen years of school to be able to cope with all that life offers. So it is essential that every student be given the tools to be a problem solver and lifelong learner.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading and oral and written communication. It is, therefore, the mission of the Salisbury School District to provide an educational environment for children of the district, which is safe, nurturing, and will foster and accelerate their intellectual, physical, social and career development.

SCHOOL DISTRICT GOALS

1. Provide an educational experience that will prepare all students, regardless of academic standing for life after high school.
2. Operate the school district in a sound fiscal manner.
3. Provide the student with an environment that is safe, pleasant, and conducive to learning.
4. Maintain a maintenance and building program that will keep up with the needs of the Salisbury School District as well as keep an eye toward the future.
5. Provide support services that contribute to the overall effectiveness of the educational system.

ACCREDITATION

The Salisbury School District is fully accredited. This puts us in an elite group of schools, which have high standards and high student performance.

NONDISCRIMINATION POLICY

The Salisbury School District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding compliance with Title VI, Title IX or Section 504, contact the superintendent.

DAILY SCHEDULE / LUNCH SCHEDULE

Daily Schedule		Lunch Schedule	
7:45 AM	Breakfast Bell	First Shift	10:58-11:24
8:05 AM	First Bell	Second Shift	11:27-11:52
8:10-9:02	First Hour	Third Shift	11:55-12:21
9:06-9:58	Second Hour		
10:02-10:54	Third Hour		
10:58-12:21	Fourth Hour		
12:25-1:17	Fifth Hour		
1:21-2:13	Sixth Hour		
2:17-3:09	Seventh Hour		

Early Release Schedule		Lunch Schedule	
7:45 AM	Breakfast Bell	First Shift	10:55-11:15
8:05 AM	First Bell	Second Shift	11:18-11:39
8:10-8:39	First Hour	Third Shift	11:42-12:03
8:43-9:12	Second Hour		
9:16-9:45	Third Hour		
9:49-10:18	Fourth Hour		
10:22-10:51	Fifth Hour		
10:55-12:03	Sixth Hour		
12:07-12:36	Seventh Hour		

CLASS PASSING TIME

Students have 4 minutes between classes. This is adequate time to get from one class to another. If you are late and do not have a valid excuse, you are tardy.



GENERAL INFORMATION

VISITORS

Any visitors during school hours must report to the JH/HS Office and sign in. Every visitor must wear the visitor's badge before leaving the office. If a parent wishes to visit with a teacher during his/her plan period, the parent needs to schedule this with the main office at least two days prior to the day they wish to visit. Parents are encouraged to schedule visits with teachers before or after school hours.

MESSAGES

The high school office will deliver emergency calls only to students. Parents are encouraged to leave all messages for their child(ren) before 2:45pm.

TELEPHONE CALLS

Students should use the phone in the office to make phone calls. If possible, students should use the phone between classes. If it's necessary for a student to use the phone during class, a pass from the student's teacher is required. Students will not be called out of class for phone calls unless it is an emergency. Messages will be taken and given to students between classes.

SEVERE WEATHER ANNOUNCEMENTS

Severe weather may cause the closing of school or early dismissal of school. In such instances, the closing or early dismissal will be announced on KWIX, KRES and KMZU radio stations, as well as KOMU television station. The decision will also be posted on our school website, www.salisbury.k12.mo.us. The decision to close school will be made prior to 6 A.M. if possible, so that reports can be aired between 6 A.M. and 7:30 A.M. If the weather becomes threatening after 6 A.M. an announcement will air on the radio. In cases of threatening weather continue to listen to the radio. Early dismissals will be announced as soon as a decision is made.

BUS ROUTES

For transportation questions, please contact the Transportation Supervisor, Mr. Troy Billue, at 660-388-5965.

SCHOOL DAY

Students are to report to first hour classes no later than 8:10 A.M. The school day ends at 3:09 P.M.

BUILDING USAGE

Patrons wishing to use the school building must complete appropriate forms. The forms for gym usage and facility usage are located in the high school office.

COMMUNITY INVOLVEMENT

School instructional staff will collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and families. The Salisbury School District will work closely with the extension office, child welfare agencies, and other agencies to assist in teaching nutrition to our students.

OTHER SCHOOL BASED ACTIVITIES

The Salisbury School District's goal for other school-based activities is to ensure an integrated whole-school approach to the district's wellness program. The district will achieve this goal by addressing the areas below.

ACTIVITIES AND TRIPS

It is the Salisbury School District's philosophy that all activity trips are an extension of the classroom. The district highly recommends that all students who participate in extra-curricular activities ride to and from the activity on the transportation provided by the school district.

The following rules may be implemented in certain circumstances:

1. A parent or guardian may pick up his or her own child after the activity provided he or she has signed his or her child out with the coach or sponsor.
2. A student may be released to another parent or legal guardian of a child that is participating in that activity, provided the parent of the student to be picked up contacts the sponsor or coach prior to the activity and also provides a written note to the principal stating the reason the student cannot ride the school transportation home. The principal will have final approval on this request.

AFTER SCHOOL ACTIVITIES

All students remaining after school must be directly supervised by an administrator, teacher or coach.

ASSEMBLY RULES

Students and sponsors sit in designated class sections at assemblies unless otherwise instructed. Courteous and respectful behavior is expected at all times. Students who are disrespectful will be removed.

DANCES

All high school students who are not on the school ineligible list may attend school dances. The class sponsors will use their own judgment of admitting students to the dance. Anyone consuming, having had consumed, or possessing alcoholic beverages will not be allowed to enter. The sign-up sheet for dances will be in the main office until 2:45 p.m. on the Wednesday prior to the dance. Students must sign up any guest not presently enrolled at Salisbury High School under the following regulations:

1. The person signing up a guest will be held responsible for the guest's actions.
2. The guest must be enrolled in the 9th grade or above and must be UNDER 21 years old.
3. The gate will be closed 30 minutes after the dance starts.
4. If someone desires to leave the dance early, he/she will not be permitted to re-enter the dance.

EXTRA-CURRICULAR ACTIVITIES

Once you leave the building you may not return. This also applies to the football games – once you leave the stadium you may not return. Further information regarding extra-curricular activities can be found in the activities code of conduct handbook at the end of the student handbook.

SCHOOL PROPERTY

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not as a matter of right. The school retains authority to conduct routine patrols of the student parking lot and to inspect the exteriors of student automobiles while on school property. The interior of a student vehicle may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

LOCKERS AND DESKS

School lockers and desks are the property of the Board of Education. Each student will be issued a locker. Students are discouraged from writing on lockers and placing stickers or posters in their locker. These things are difficult to remove. Students are cautioned not to keep money or other valuables such as calculators in their lockers. Any theft should be reported to the principal's office immediately. Changes in locker assignments will be made only by request approved by the principal. Students are responsible for the locker issued to them.

LOST AND FOUND

If you find an article that someone may have lost, take it to the high school office or place the item(s) in the lost and found area by the counselor's office. The owner may be making an inquiry about it. Be sure to go the office to check on anything you may have lost. Please do not bring large sums of money or valuable possessions to school. Small amounts of money or jewelry should always be put under lock. Any loss of money or valuables must be reported to the principal's office immediately.

LIBRARY SERVICES

You may use the library before and after school and when your teacher allows you to. The library also has a limited number of Chromebooks that may be checked out, and Chromebook charging stations will be available.

MARKETING AND ADVERTISING

Marketing in district facilities will be consistent with the goals of the Salisbury School District's wellness program and comply with Board policy. The district will strive to promote the wellness program and educate parents regarding the quality of district foods.

Tobacco advertising is not permitted on district property, at district-sponsored events or in district-sponsored publications. Food and beverage marketing will be limited to the promotion of foods and beverages that meet the nutrition standards adopted by the Board.



ATTENDANCE

DAILY ATTENDANCE

Each student is expected to attend school regularly and to be on time for classes. This is necessary for a student to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. It is not possible to teach someone who is not present. There is a close relationship between strong attendance and strong academic performance, including persistence to graduation. It is the legal duty of the parent/guardian to see to it that the child attends school regularly.

ABSENCE POLICY

An excess of 8 absences per semester per class can result in a reduction of 1/3 of a letter grade for each absence thereafter. Example: if a student misses 9 days first period, a grade of D- would stay a D-, however, an A- could become a B+. If a student misses 11 days first period, a grade of an A- would become a B-. Grades will not be lowered below a D-. Out of School Suspension days will not be counted against a student's 8 absence limit. Extenuating circumstances and imposition of penalties may be appealed to the Attendance Committee by requesting such action through the principal's office. The Attendance Committee's decision may be appealed to the superintendent. The board will not hear appeals on attendance (Board Policy JED). Any appeals must be submitted in writing within 10 calendar days of the action taken.

ATTENDANCE INFORMATION

1. If you become ill during the school day, report to the office.
2. All students leaving the building during the school day must bring a note from home explaining the cause of their absence. This note must be submitted to the office prior to 8:10 A.M.
3. All students leaving the building during the school day must notify the principal's office upon departure and sign the sign-out sheet. Leaving the building without permission will result in the student being truant.

ATTENDANCE APPEAL COMMITTEE

The Attendance Appeal Committee shall be composed of the building principal, one teacher to be chosen by the building principal, and one teacher of the student's choice. The committee will hear an appeal only after it receives a written request as outlined in the Excessive Absence policy.

The parents/guardians and the student will be given the opportunity to state the reason for the appeal. Within this appeal, reasons for specific absences should be stated and reasons documented (i.e. note from doctor). The Attendance Appeal committee will then be given an opportunity to question the parents/guardians and the student. When the committee feels it has enough evidence to consider the appeal, the parents/guardians will be excused from the meeting while the committee makes a decision.

As soon as a decision is reached, the parents/guardians and the student will be asked to return and they will be informed of the decision. If the parents/guardians are satisfied with the ruling, no further action is necessary. If the parents/guardians wish to appeal the decision of the committee, they must make a written appeal to the superintendent within 10 calendar days.

ATTENDANCE TO BE ELIGIBLE FOR EXTRACURRICULAR EVENTS

Students must be in attendance for 50% of the school day to be eligible for evening contests. Students who are sick in the morning and wish to participate in an extracurricular event that evening must arrive at school no later than 11:45 AM. Student absences from school for reasons other than sickness will be handled on a case by case basis by the Principal and/or Athletic Director. Students who are absent for sickness for an entire day on the last day of the school week are not eligible to participate in any events or activities on that following day. MSHSAA by-law 2.2.3 states, "If a student misses class(es) without being excused by the principal, the

student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes". Students who attend school and then go home sick will not be eligible for that evening's activities. Students, who attend school, get sick and go home and then return to school must meet the 50% attendance guideline.



ACADEMICS

TEXTBOOKS

Textbooks are furnished by the district and are issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for it.

ACADEMIC AWARDS

An academic award recognizing high academic achievement in junior high and high school is in effect for the Salisbury School District. Junior High students who attain a cumulative 3.750 – 4.000 grade point average will be recognized with an academic excellence certificate. High school students, after three semesters (sophomore status) with a cumulative grade point of 3.750 – 4.000 will be awarded a chenille scroll. Academic medals will be awarded at the end of the junior and senior years for students who maintain a 3.750– 4.000 grade point average. A transfer student is eligible at the end of three semesters of attendance here in the Salisbury School District. Students in grades 10-12 receiving an academic excellence award will be recognized at an academic banquet. Students in grades 7-9 receiving an academic excellence award will be recognized at an end of the year assembly.

Laude Recognition System starting with the class of 2021:

Cum Laude System:

The cum laude system will recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition after 8 successful semesters of high school attendance.

Summa Cum Laude

Students have 3.950-4.000 cumulative GPA.
Student scores a composite score of 26 or above on the ACT.
Three credits from the list of qualifying courses
Four high school activities during 4 years of high school.

Magna Cum Laude

Students have 3.850-3.940 cumulative GPA.
Student scores a composite score of 23 or above on the ACT.
Two credits from the list of qualifying courses
Three high school activities during 4 years of high school.

Cum Laude

Students have 3.750-3.840 cumulative GPA.
Student scores a composite score of 21 or above on the ACT.
One credit from the list of qualifying courses
Two high school activities during 4 years of high school.

Courses Qualifying for Section:

AP U.S. History, HIS 105, HIS 106, AP Biology, Composition I/II, Dual Credit Music Appreciation, Statistics, Dual-Enrollment Online Courses, Trigonometry/College Algebra, Calculus, Physics, Anatomy, and Classical Mythology

Full time attendance for 8 semesters is required. Transfer in credits subject to approval by principal, and must come from an accredited institution. As students' names are read at commencement, the cum laude honors designation will be announced. In addition, a sticker will be placed on the student's diploma indicating the cum laude honor, and honor cords will be worn during ceremony.

GRADES

Each quarter is divided into nine weeks. The first and second quarters combine with the semester final to make the first semester grade, and the third and fourth quarters combine with the semester final to make the second semester grade. Only semester grades are recorded on permanent records. A student must be in attendance at Salisbury High.

GRADE PERCENTAGES

The letter grades assigned to each percentage are as follows:

A 94.5-100	B 82.5-86.4	C 72.5-76.4	D 62.5-66.4
A- 89.5-94.4	B- 79.5-82.4	C- 69.5-72.4	D- 59.5-62.4
B+ 86.5-89.4	C+ 76.5-79.4	D+ 66.5-69.4	F 59.4 & below

GRADE POINT SCALE

The following grade point scale was approved by the Salisbury Board of Education in the fall of 2000:

A	4.0	A-	3.67	B+	3.33
B	3.0	B-	2.67	C+	2.33
C	2.0	C-	1.67	D+	1.33
D	1.0	D-	0.67	F	0.0

HONOR CORDS

Seniors are allowed to wear honor cords during graduation for the following organizations: Cum Laude System, FFA, FBLA, National Honor Society, FCCLA, Music and SADD. Students are subject to the rules and regulations of each organization. The sponsor has the final decision of who may wear the honor cord for their organization.

Special Regulations: Although seventh semester graduation is not encouraged, an alternative is made possible by the State Department of Education. Seventh semester graduation is possible if the following requirements are met:

1. Permission for seventh semester graduation must be requested by the student in writing, stating the planned program for the eighth semester. This request must be made by the beginning of the seventh semester.
2. A student must have completed all requirements and have a total of 26 units of credit by the end of the seventh semester.
3. A student's eighth semester program must be in one of these areas:
enrolled in college or a vocational trade school as a full-time student or enlisted in the military service. Proof of enrollment or enlistment must be on file in the high school office by the middle of the seventh semester.
4. Students may choose to participate in graduation exercises.
5. Students will not be eligible to participate in any school activity after the seventh semester. This includes academic, athletic, and/or social functions.
6. Before a final decision can be made, there must be a conference with the parents, counselor, and principal for the purpose of explaining in detail this policy.

HONOR ROLL

To be eligible for the "A" honor roll, a student must have a 3.67 grade point average with no grades lower than a "B". To be eligible for the "B" honor roll a student must have a 3.0 grade point average with no grades lower than a "C". The honor roll will be published at the end of each semester.

RECOMMENDED CORE COURSE SEQUENCE

Freshmen Year: Algebra I, English I, Earth or Physical Science, American History

Sophomore Year: Geometry, English II, Biology, American Government

Junior Year: Algebra II, English III, History of Choice, Science of Choice

Senior Year: English credit will be necessary for 4 credits

*Students taking an alternate math sequence or Algebra I as an eighth grader will have a different math schedule.

****Beginning with the graduating class of 2026; all students will be required to take courses with a required End-of-Course Exam (EOC). Pre-Algebra and Algebra B is the equivalent of Algebra I.**

GRADUATION REQUIREMENTS

Language Arts	4 Credits
Social Studies	3 Credits
Science	3 Credits
Math	3 Credits
Fine Arts	1 Credit
Practical Arts	1 Credit
P.E.	1 Credit
Health	1/2 Credit
Personal Finance	1/2 Credit
Electives	9 Credits
Total Credits	26

Core courses may not be repeated for another credit.

It is recommended that students take College/Career Readiness as an elective.

8th GRADE ALGEBRA PLACEMENT CRITERIA

The following criteria will be used to place eighth grade students in Algebra I:

- 1) 90% or above average for the first three quarters of 7th grade math.
- 2) 95% attendance.
- 3) It is recommended that students take 3 additional math courses after Algebra I.
- 4) 85% or above on the placement test given at the beginning of 4th quarter of their 7th grade year.
- 5) 8th grade Algebra students will be required to take Algebra I EOC as an 8th grade student.
- 6) Parents and students must sign off before registering for 8th grade Algebra I.

LOCAL ACADEMIC ELIGIBILITY REQUIREMENTS

If a student is receiving three or more D's and/or one or more F's at the end of a quarter, the student becomes academically ineligible and may not compete in or attend home extracurricular activities, sports contests, school dances, student council, class officers, club and organizations and their officers, cheer squads, academic teams, non-grade related field trips, educational field trips, and non-grade related activities. Students may practice with their respective team(s). Eighth graders moving into their freshmen year must be eligible at the end of the fourth quarter to participate in fall activities. The student would become eligible if the grade(s) are raised to an acceptable level at the next midterm-progress report.

If the event is being counted as a part of an academic grade, then an alternative assignment will be provided by the teacher. Students who violate attendance rules at activities will receive detention.

The superintendent or principal may rule a student ineligible to participate in extra-curricular activities if, in their judgment or recommendation of the faculty that the student is not representative of the school's ideals in matters of citizenship and sportsmanship.

ELIGIBILITY REQUIREMENTS FOR ALL MSHSAA EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege and not a right. The Missouri State High School Activities Association requires students to pass 3.0 units in the previous semester. (Seventh graders are required to pass to the next grade without failing three or more classes.)

Students meeting this requirement will be eligible to participate. Be sure to check with the principal, counselor, coach or athletic director if you have any questions on your eligibility. Once these 3.0 credits are obtained, the student must also be eligible at the local level. See also: Local Academic Eligibility Requirements.

Extra-curricular activities are regulated by the Missouri State High School Activities Association; therefore, all MSHSAA regulations must be complied with and will supersede any less stringent local regulations.

PROGRESS REPORTS

At the end of the first five weeks of each quarter all students will receive a progress report. Each quarter a student will receive a progress report and a grade card.

SEMESTER FINALS

Semester finals are required for all courses offered at Salisbury High School. Courses with a required EOC will use the EOC as 25% of the course's required final exam. The format, value, and grading of the final will be at the discretion of the teacher with principal approval.

HOMEWORK/LATE WORK POLICY

The following policy is the minimum policy for the building. Teachers may enforce a stricter policy at their discretion. Teacher policies must be communicated clearly to the students and parents and included in the class syllabus.

Policy: Student late work will not be accepted after the close of a grading period for credit. Grading periods include the end of quarters and mid-quarter grade checks. Stricter homework policies enforced by teachers will supersede the minimum guidelines for the building late work policy. Example: Work assigned from the beginning of school that has a due date prior to the mid-quarter grade check will not be accepted after the mid-quarter grade check.

The following rules and procedures, for full credit, will be followed for students missing school for any reason.

1. Assignments due the day of the absence are due the next day at school if the student misses the regularly scheduled class period. The teacher shall use their discretion on due dates in relation to the assigned work.
2. Assignments assigned on the day of the absence are due the second day back at school.
3. Students missing school for an extended period of time due to illness or trauma will meet with the teacher, counselor and principal to discuss a plan to get the assignments made up.

*If a student falls behind in a class or classes an intervention plan can be created at the request of the parent, student or the classroom teacher to assist the student in achieving a passing grade. This plan will include and need approval from the classroom teacher, counselor and building principal. Work from previous quarters will not be eligible for credit.

RETENTION POLICY- JR. HIGH

Students with two or more semester F's in core classes will be subject to retention. At the end of the third

quarter parents will be notified that their son/daughter is at risk for retention. The retention committee will make a decision on retention at the end of the fourth quarter. The retention committee will consist of the principal, the counselor, the student's teachers and the student's parents. The special education director will also be on the committee if applicable.

RETENTION POLICY-HIGH SCHOOL

A minimum number of credits is required for students in grades 9-12 to advance to the next grade level. Should a student not advance to the next grade level at the end of an academic year the student will be able to advance at the end of the appropriate semester as the required number of credits are met.

End of 9th Grade: 6.5 Credits
End of 10th Grade: 13 Credits
End of 11th Grade: 19.5 Credits
End of 12th Grade: 26 Credits

INDEPENDENT STUDY COURSE GUIDELINES

Options:

1) Taking courses online for high school credit only.

These courses cannot be ones we currently offer in the regular course schedule. This would be enrichment purposes only for courses we do not provide as an option for our students. These courses would be for high school credit and the grade(s) received would figure into the student's cumulative grade point average. Fall and spring semester courses must be completed 2 weeks before final grades are due at Salisbury R-IV. The letter grades recorded on the high school transcript will be based on the percentage earned as per the Salisbury High School grading scale found in the handbook. Grades not received in time will cause a failing grade (F) to be placed on their Salisbury R-IV transcript for that course. Students **MUST** have a grade for each class they take while at Salisbury R-IV.

2) Taking courses online for college credit only.

These courses could be anything the student wishes to take in order to receive credits working toward a college degree. Students who are still earning credits toward graduation and are also losing an hour of class time per day to take a college credit class, which will not be counted toward overall GPA, should know this could affect their GPA and class rank. Students can be allowed to take a maximum of four semester-length courses before affecting the number of credits needed to graduate. Students are still required to complete semester courses within the school semester and send final report to the school principal by the end of the semester in order to prove the online time during the school day is being used constructively. If no proof is produced at the end of a semester to show achievement in the online course, the student will not be allowed to take independent study courses in the future.

**Students may take college credit courses in their own time (outside of the school day). It is requested that the student let the Principal and Guidance Counselor know.*

3) Taking courses for high school and college credit (dual credit).

Juniors and seniors of Salisbury High School have the opportunity to take specific courses for dual credit. Dual credit implies that the student will receive high school credit for the course, as well as college credit. Students must have a 3.000 grade point average and meet required prerequisite requirements to take dual credit classes for the college credit. (Dual Credit, Advanced Placement, Online Courses are available.) These courses can be any course we do not provide as a dual credit option locally. These courses would be for high school credit and the grade(s) received would figure into the student's cumulative grade point average. Fall and spring semester courses must be completed 2 weeks before final grades are due at Salisbury R-IV. The letter grades recorded on the

high school transcript will be based on the percentage earned as per the Salisbury High School grading scale found in the handbook. Grades not received in time will cause a failing grade (F) to be placed on their Salisbury R-IV transcript for that course. Students MUST have a grade for each class they take while at Salisbury R-IV. Students will only be allowed to take a course for dual credit if the district offered course is passed first. Example: A student must pass American Government at Salisbury before they are permitted to take dual credit American Government. The student may still take the course for college credit only per the criteria in item #1 under the Independent Study Course policy section.

Students are to choose the option they wish to complete from the list and sign the Independent Study Course Agreement stating that they understand the rules of taking an online class during the school day. Parents are also required to sign this contract. All courses must be approved by the high school principal and registration must be complete before the start of the semester so the student is prepared to work on the first day of class for each semester.

INDEPENDENT STUDY COURSE AGREEMENT

Rules:

1. Students wishing to take an online course must request permission for this from the Guidance Counselor and Principal at least 2 weeks before the start of the new semester.
2. Online courses may last only 1 semester.
3. Students wishing to take online dual credit, high school credit, or college credit only courses may only do so if Salisbury R-IV does not offer that same course whether for dual credit or HS credit.
4. Online students will follow the same guidelines set for dropping courses as Salisbury R-IV uses. Students dropping a course after the drop date will receive no HS credit and will not be allowed to take any other online courses in the future.
5. ALL online courses are subject to teacher availability to proctor (supervise) the student.
6. Students may only take one online course per semester.
7. Students taking online courses must be completely finished with their course at least two weeks prior to final grades being due.
8. The letter grades recorded on the high school transcript will be based on the percentage earned as per the Salisbury High School grading scale found in the handbook.
9. All online courses will only be counted as an elective credit by Salisbury R-IV unless approved by the Principal for core credit.
10. Students should be aware all Independent Study courses are subject to the availability of a teacher or proctor during the hour they wish to take the course.
11. Students will not be allowed to take summer courses or dual credit courses that are offered in seat during the school year.
12. If a student elects to take a virtual summer course through MOCAP the student will have the choice to have this course placed on their transcript. Unless the counselor is notified summer virtual courses will be placed on the student's transcript. If the student wishes to remove the course from their transcript they must inform the counselor and building principal of their intent in writing and provide justification for the removal of the course from their transcript.

***PLEASE SEE THE GUIDANCE COUNSELOR FOR A FULL COPY OF THE INDEPENDENT COURSE STUDY GUIDELINES WHICH WILL INCLUDE THE FORM THAT NEEDS TO BE FILLED OUT.**

DISTRICT OBLIGATION TO PROVIDE SPECIAL EDUCATION

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The <public agency> assures that it will provide a free, appropriate public education (FAPE) 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, intellectual disability, 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. The <public agency> assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The <public agency> assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The <public agency> has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed <insert location and times/days available for review>.

This notice will be provided in native languages as appropriate.

MOBERLY AREA TECHNICAL CENTER POLICY CHANGES

The following are policy changes taking place at Moberly Area Technical Center (MATC) for the 2023-24 school year. We want to include these changes in our handbook so students are aware of the changes. The full student handbook for MATC can be found at (moberly.k12.mo.us). Go to District Buildings and select Moberly Area Technical Center. Under MATC resources you will find a link to the student handbook.

Grade Policy Change: If a student earns a "D" a semester, then the student is automatically withdrawn from the program.

Tobacco/Vaping Policy Change: Possession of tobacco and or vaping products = 5 days out-of-school suspension.



ATHLETICS

ATHLETIC/ACTIVITIES CODE OF CONDUCT

Sportsmanship

The Salisbury R-IV School District is member of the Lewis and Clark Conference and Missouri State High School Activities Association (MSHSAA). As members of these groups, we adhere to policies established for the display of good sportsmanship by athletes, students, fans, parents and patrons. Member schools are to enforce sportsmanship rules for our own school, players and spectators. Violation of rules can result in the following consequences: written reprimand, probation, suspension, ejection or permanent removal from events. Consequences are in force for players, coaches, students, parents and fans. All School Discipline policies and rules apply to the Salisbury R-IV School District students at school activities whether they are held on school property or away from school.

Good Sportsmanship Code

For Players, Coaches and Fans:

- Maintain pride in self and school.
- Strive to keep high standards of conduct.
- Cheering is always encouraged for one's own team.
- No taunts, chants, noises, cheers, songs, profanity, signs or motions directed to the opposing team, coach, school or officials. Treat everyone with respect.
- Positive signs may be displayed for one's own team.
- No disrespect will be shown to the opposing team during introductions.
- No noisemakers.
- No continuous standing.
- Abide by the decisions of officials.
- Accept victory or defeat graciously.

The Salisbury R-IV School District grounds (inside and outside) are, by the Salisbury R-IV School District Board Policy, a tobacco-free environment. There is to be no smoking or other form of tobacco use inside the building or outside on any school or athletic grounds.

INTRODUCTION

The Activities Code of Conduct for the Salisbury R-IV activities program is meant to encourage students who represent the school in one or more of its activities to abide by local, state and federal laws and restrictions pertaining to the use of tobacco, alcoholic beverages and controlled substances. It is intended to encourage parents, faculty members, administrators and board members to demonstrate commitment to established policies which state that we will teach students about substance use and abuse. This Code of Conduct also addresses our policies regarding sportsmanship, citizenship, eligibility standards and transportation. It is intended to address student violations in a uniform manner between and among activities. It is very important that the students realize it is a **privilege** to represent our school and they are expected to do their best. The Code of Conduct is intended to be separate and in addition to the discipline policies as outlined in board Policy 2610.

RATIONALE

Students who participate in athletics and co-curricular activities are thought of as school leaders. They represent the school in the eyes of the community. They serve as role models for other students. As such, these students should be held to a high standard of behavior. Such students need to maintain their physical and mental well-being not only while at school and school-sponsored activities, but at other times as well. In

an effort achieve these goals; Salisbury R-IV has developed a prevention program which includes an Activities Code of Conduct. To participate in school sponsored athletics and designated school-sponsored activities, an Activities Code of Conduct agreement form must be signed by students, and their parents are requested to indicate support of the Code by signing the appropriate papers along with their student.

STUDENT ELIGIBILITY STANDARDS

Salisbury R-IV is a member of the Missouri State High School Activities Association and will abide by the rules and decisions of this association. Determining eligibility is the basic responsibility of the secondary principal. In order to represent Salisbury R-IV in an extracurricular activity a student must meet all eligibility requirements of the MSHSAA as well as the following school requirements: Participation in extra-curricular activities is a privilege and not a right. The Missouri State High School Activities Association requires students to pass 3.0 units in the previous semester. (Seventh and Eighth graders are required to pass to the next grade without failing three or more classes.) Students meeting this requirement will be eligible to participate. Be sure to check with the principal, counselor, coach or athletic director if you have any questions on your eligibility. Once these 3.0 credits are obtained, the student's eligibility is calculated during the semester by the following: If a student is receiving one or two D's, they may continue to participate in extracurricular activities. These activities include but are not limited to sports, school dances, student council, class officers, club and organizations and their officers, cheer squads, academic teams, non-grade related field trips, and non-grade related activities.

If a student is receiving three or more D's and/or one or more F's, the student is automatically placed on scholastic probation. The principal will notify the parents when this occurs. During this probation, the student may continue to participate, but must log one hour of before or after school tutoring. Students must make arrangements with teachers prior to these tutoring sessions. When grades are checked again, and the student is still receiving three D's and/or one or more F's, the student becomes academically ineligible and may not compete. The student would become eligible if the grade(s) were raised by the next checkpoint.

The principal will check grades at mid-term and at the end of each quarter.

The superintendent or principal may rule a student ineligible to participate in extra-curricular activities if, in their judgment or recommendation of the faculty that the student is not representative of the school's ideals in matters of citizenship and sportsmanship.

All students participating in activities will dress according to the sponsor's recommendations.

Extra-curricular activities are regulated by the Missouri State High School Activities Association; therefore, all MSHSAA regulations must be complied with and will supersede any less stringent local regulations.

REGULATIONS FOR TEAM MEMBERS

- A student must be academically eligible, by both MSHSAA and Salisbury R-IV standards in order to be a manager.
- A boy or girl must be a student in grade nine through twelve in order to be manager for high school teams. A boy or girl must be a student in grade seven or eight in order to be a manager for a middle school team.
- Only full-time, high school managers can receive school letters.
- Middle school students may serve as "ball boys" or "water boys" for high school teams. However, this type of position shall only involve work done at the time and site of an athletic contest. Such students will not be excused to miss school time to attend athletic events, nor will they be allowed to ride the team bus to or from athletic events.
- All students participating in activities will dress according to the sponsor's recommendations.

PHYSICAL EXAMS AND INSURANCE

Physical: Per Missouri State High School Activities Association Bylaw 3.8 Salisbury Jr. High/High School require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid

for two years (730 days) from the date of issue for the purpose of this rule. The physical must be on file with the district Athletic Director.

Insurance: A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

TRAVEL TO AND FROM CONTESTS

Student-athletes must ride the provided transportation to and from the event. A student will not be allowed to drive themselves to an event. Only in a unique circumstance, approved by the Principal or Activities Director, will they be allowed to ride to an event with parents. A student will be allowed to ride home with parents after they have made personal contact with the coach and signed their child out. If a student is to ride home with another parent, the proper paperwork must be completed and approved by the Principal or Activities Director prior to the event.

CONSEQUENCES

Students in activities or athletics who violate the district's rules and regulations on tobacco, defacing or destroying school property and drug or alcohol use or possession at school or during school activities, in addition to the consequences set out herein, are subject to established consequences in the Salisbury R-IV School District discipline policy.

The following penalties shall be imposed upon participants in extra-curricular activities determined to be guilty, by law enforcement officials, appropriate school personnel, or by participant admission of guilt, of using, possessing, or promoting alcohol, tobacco or controlled substances. Conviction in a court is not required to impose a penalty if an infraction has occurred. If a participating student, after an informal hearing before the principal and activities director, is found to have committed a violation as described in this code, either in or out of school, the participating student shall thereupon be declared ineligible to participate in school activities. The student shall remain out of such activities for the pertinent time limits prescribed below.

TOBACCO

- 1st Offense: suspension from participation in 10-20% of the total scheduled events (excluding practices) in which they would otherwise be eligible to participate, according to eligibility requirements determined by the Salisbury R-IV School District and MSHSAA. Students are still required to attend practice. Practice participation is at the discretion of the coach/sponsor.
- 2nd Offense: suspension from participation for the full season in which they would otherwise be eligible to participate.
- 3rd Offense: suspension from all extra-curricular activities for 365 days. The tobacco portion will be enforced the same, whether the student is determined to be guilty before or during the season.

ALCOHOL/CONTROLLED SUBSTANCE

- 1st Offense: suspension from participation in 10-50% of the total scheduled events (excluding practices) in which they would otherwise be eligible to participate, according to eligibility requirements determined by the Salisbury R-IV School District and MSHSAA. They are still required to attend practice. Participation in practice is up to the coach/sponsor.
- 2nd Offense: suspension from all extra-curricular activities for 365 days.
The alcohol/controlled substance policy outlines what will happen to a student who violates the policy outside of their activity/season. If a student is determined guilty during their activity/season, they will be disciplined immediately. The building principal and activities director will determine if the student's next activity/season will be affected by the suspension, depending on how much of the current season is left.

DEFACING OR DESTROYING PROPERTY

Any athlete who defaces or destroys property of the Salisbury R-IV School District, property of staff members of the Salisbury R-IV School District or property of other school districts or their staff members will be subject to the following actions:

- 1st Offense: Parents /guardians will be notified. Restitution, discipline from the coach including and up to removal from the team. If necessary, law enforcement will be contacted.
- 2nd Offense: Parents/guardians will be notified. Restitution, termination from the team as well as an 8 week suspension from all extracurricular activity. Law enforcement will be contacted.
- No participating student shall be allowed to again participate in school activities until he or she has completed any and all of the above-described directions and requirements in the decision reached by a majority of the hearing officials.

PROBATIONARY PERIOD

Any student found to be ineligible under this code will also be placed on probation for a two year period, which includes the period of ineligibility. If a student has no additional offenses during the probationary period, any offense under this code after the probationary period shall be considered a first offense.

ATHLETIC EQUIPMENT

All athletes are responsible for the preservation of the school's athletic equipment. Equipment issued to athletes must be returned to the coach at the end of the season. Athletes will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property or equipment will be charged to the athlete. Equipment includes any uniforms or clothing, which is issued by the coach for the purpose of participation in a particular sport. Athletes not returning school issued equipment or not paying for lost or damaged equipment will not be allowed to participate in any further interscholastic competition at Salisbury R-IV. Senior athletes will not receive graduation diplomas until equipment obligations are met.

UNSPORTSMANLIKE ACTS

Acts which are malicious in nature during a contest resulting in ejection shall cause the athlete to be ineligible to represent the school for at least the next contest. An athlete who commits such an act, but is not ejected may also be subject to at least one game restriction from representing the school. Each case of this type is to be reviewed by the head coach, activities director and principal before a final decision is reached.

STUDENTS COVERED

This code shall apply to grades 7 through 12 of Salisbury R-IV School District.

OTHER APPLICABLE RULES

This code of conduct is supplemented by the student complaints and grievances procedures as adopted and amended by the Board of Education of the Salisbury R-IV School District.

PROCEDURES AND APPEALS

The coach/sponsor, in consultation with the activities director and school administrator, may suspend a student from activities after having given him/her the right to be heard. The suspension decision may be appealed to the principal. The principal's decision will be final. The student and or his/her parent/guardian may appeal actions taken pursuant to this policy.

The school principal or activities director will send a written decision to the parent/guardian within two days of the decision.

LETTER GUIDELINES

The following guidelines will be used by each sport to determine the varsity letter winners for that sport:
Football

- Player must have appeared in at least 20 varsity quarters
- If a player is on a varsity special team, and that is the only time he enters the game, it will only count as 1 quarter for the entire game even if that individual enters the game all 4 quarters on that special team.
- Anytime a player enters the game on offense or defense throughout a quarter, that player will be counted for 1 quarter of play. For example, if Jon Doe enters the game at receiver for one play in the second and third quarter, but not the first or fourth, the player has earned two quarters. If that individual

also participates in a special team, then one more quarter is added to the player's total. So, in this example, Jon Doe has received three varsity quarters in this game.

- Only four quarters can be obtained in one game.
- Seniors who follow team guidelines and have good attendance and attitude records can be lettered by coach's discretion even if they do not meet the minimal quarters.
- All final decisions on lettering an athlete are up to the head coach's discretion.

Baseball

- If a player should enter the game at any position or at any time throughout a varsity game, then that player will be counted as playing in one inning. A player could play the field, pinch hit, pinch run, or pitch to count as one inning.
- Must have participated in one third of the total amount of innings throughout the year
- Must have played in at least one third of the total games throughout the year
- Must play a vital role to the varsity team throughout the year
- Any senior who has acceptable attendance, and shows good attitude on and off the field throughout the year, causing no problems and doing their best to be a team player
- All decisions are left final to the coach's discretion

Boys Basketball

- Everyone who receives a varsity uniform will receive a letter.

Girls Basketball

- To receive a Varsity Letter one must have played in a total of 10 varsity quarters. The coach also reserves the right to grant a letter to any player that he feels is deserving of the honor, as well as refuse to grant a letter to any player who during the season did not live up to the standards set forth by the M.S.H.S.A.A. and the Salisbury Athletic Department.

Girls Softball

- Seniors that attend 90% of the practices are in good standing as far as school citizenship policies and have been an active participant in the Lady Panther program.
- Underclassmen: Attend 90% of the practices, comply with all team rules, and be in good standing as far as school citizenship policies plus one of the following:
- Start in 10 games
- Participate in 1/3 of the varsity innings (serving as a courtesy runner or receive pitches between innings allowing the catcher to get ready totaling along with regular game appearances 1/3 of total innings)
- Athletes retained on the roster for post-district tournament action when the team advances to the playoffs.
- Note: All above lettering criteria are at the discretion of the coach.

Boys and Girls Golf

- Play in a varsity match. To qualify you must be in the top five golfers at some point during the season.
- There may be special circumstances.

Boys and Girls Track

- The athlete must complete the track season, including district meet and do one of the following:
- Score an average of 1 point per meet
- Compete in 80% of the total track meets run for the season
- Place at a medal meet

ATHLETIC GRIEVANCE PROCEDURES

If a concern arises with a coach the person(s) with the grievance **must wait 24 hours** before contacting a coach. Confronting a coach after a ball game is not in the best interest of either party involved. We believe by waiting 24 hours it allows both parties to calm down and reflect upon the game; allowing a productive conversation to occur rather than an argument. If a concern does arise we ask that the following procedure is followed.

- 1) Speak with the coach or coaches. **Confronting a coach in a negative manner after a contest is not permitted. Please schedule a meeting with the coach when both parties can talk responsibly. If a confrontation does occur from a fan or parent the following consequences will be enforced.**
 - a. **1st offense: One day to seven-day suspension from all Salisbury Athletic events.**
 - b. **2nd and subsequent offenses: Eight day up to 365-day suspension from all Salisbury Athletic events.**

-The suspension length will be decided upon by a group of the Salisbury administration.
- 2) Speak with the Athletic Director.
- 3) Speak with the Principal.
- 4) Speak with the Superintendent.
- 5) Speak with the Board of Education.



A +

THE A+ SCHOOLS PROGRAM STUDENT MANUAL

When the Missouri State Legislature established the Outstanding Schools Act of 1993, they included the provisions for the A+ Schools Program. In an effort to enhance educational opportunities for high school students, the legislature provided that students who attend schools that meet specific criteria explained in the A+ Schools Program Grant Application would be eligible for financial incentives. As a designated A+ School, Salisbury R-IV High School graduates who meet specific A+ criteria will be eligible to receive paid tuition. The purpose of this manual is to provide students, parents/guardians, faculty, and staff with the guidelines and policies of the A+ Schools Program. It is the responsibility of Salisbury R-IV School District to follow these policies to ensure A+ designation is received and maintained. Accurate certification of students is crucial to the integrity of the program and A+ Schools designation. It is the responsibility of the students and parents to read this manual carefully in order to understand all guidelines and regulations required.

STUDENT ELIGIBILITY

To be eligible for the financial incentives of the A+ Schools Program (tuition), a student must be certified as an A+ student by Salisbury R-IV High School. To do so, the student must meet the following criteria while in high school.

- Enter into a written agreement with their high school prior to the semester before graduation and have attended a designated A+ School for at least three (3) consecutive years
- Graduate from high school with a four-year cumulative grade point average of 2.5 or higher on a 4.0 scale
- Have at least a 95% cumulative attendance record
- Perform 50 hours of documented, unpaid tutoring of younger students over four years (12.5 hours may come from job shadowing)
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol through four years of high school
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment, such as the Pell Grant (file with FAFSA)
- Register with the selective service if required by law.
- Achieve the score of Proficient or Advanced on the Algebra I End of Course (EOC) or a higher level DESE approved EOC in the field of Mathematics.

STUDENT INCENTIVE

Following designation as an A+ School, Salisbury R-IV graduates meeting the qualifications explained in this manual, may be eligible to receive the following financial incentives, pending annual State funding: TUITION, SUBJECT TO LEGISLATIVE APPROPRIATION, TO ATTEND ANY PUBLIC COMMUNITY COLLEGE, VOCATIONAL OR TECHNICAL SCHOOL IN THE STATE OF MISSOURI FOR A PERIOD UP TO SIX SEMESTERS OR COMPLETION OF A CERTIFICATE OR DEGREE PROGRAM.

After meeting the criteria for eligibility at the local district students must:

- Make a documented effort to first secure all available postsecondary student financial assistance funds that do not require repayment.
- *Be aware that all tuition incentives may be available only for the purpose of applying toward the remaining tuition, after available federal postsecondary student financial assistance funds have been applied to these costs.*
- Maintain a 2.5 GPA in the postsecondary setting to continue to receive the A+ funding.
- Take advantage of the SIX SEMESTERS of financial incentives within FOUR YEARS of graduation from

STUDENT ENROLLMENT

1. Students are encouraged to enroll in the Salisbury R-IV High School A+ Program prior to or early in their freshman year.
2. If a student transfers from another school after the beginning of his/her sophomore year, the student may only participate in the Salisbury A+ Schools Program if the school from which he/she transferred is a designated A+ School.
3. Enrollment may be done during A+ student enrollment opportunities or directly through the A+ Coordinator.
4. An A+ Student Letter of Intent to Participate must be completed with all appropriate signatures and filed with the A+ Coordinator prior to receiving tutoring/mentoring hours.

Any student requesting A+ Incentives after the beginning of his/her freshman year must meet all criteria dating back to the beginning of his/her freshman year.

GRADE POINT REQUIREMENT

The A+ student must graduate from high school with a minimum grade point average of 2.5 on a 4.0 scale (grade point averages will not be rounded). The cumulative GPA is applicable to all four years of a student's enrollment in high school. The official transcript will document and certify that the GPA requirement has been met.

MONITORING OF A+ STATUS

At the end of each semester, students who are participating in the A+ Program will receive a letter or information on or with their grade card reporting their progress in each of the required areas. Any questions or concerns about the information reported should be directed to the A+ Coordinator.

NOTIFICATION OF A+ STATUS

The A+ Coordinator will review all records of A+ students, and names of eligible students will be submitted to the High School Principal's and High School Guidance office for official certification prior to graduation. Students and parents will be notified and the student's transcript will reflect A+ status

GOOD FAITH EFFORT

- The student is required to make a documented, good faith effort to secure all available federal post-secondary student financial aid funds that do not require repayment.
- Parents must complete and file the Free Application for Federal Student Aid (FAFSA). The FAFSA summary report must be sent to the community college or public vocational / technical school that the student is planning to attend. Proof of filing must be presented and put in student's A+ file at school.
- The FAFSA form is available from the Guidance office in December of your senior year. Parents are encouraged to apply as soon as possible after Jan. 1 of that year.
- Tuition incentives, (pending annual State funding) may be awarded, subject to legislative appropriation, to reimburse the cost of tuition, after available federal post-secondary student financial aid funds have been applied to these costs.

CAREER PATHS

Each student will be required to declare a career path. Career paths are designed to give a student direction to take courses that will be relevant to his/her chosen field of study after high school. A career path may be changed at any time. Students may choose from the following six career paths:

Arts and Communication	Business and Technology
Human Resources	Health Resources
Industrial & Engineering Technology	Natural Resources

More information about Career Paths is available from the high school counselor.

TUTORING/MENTORING

A+ students are required to perform at least 50 hours of school-based tutoring/mentoring. Up to 12.5 hours of job shadowing can count toward this requirement. The tutoring/mentoring activities must:

- Involve A+ students with younger students within the Salisbury School District.
- Provide encouragement to younger students to get turned on to school and strive for good grades.
- Be school-based, on school grounds, and under the direction of a Salisbury School District staff member. Supervising faculty member must be present during tutoring/mentoring.
- Students may obtain a tutoring Log Sheet from the High School A+ Schools Program office. These sheets should be completed as tutoring is done. Log sheets must be turned in to the A+ coordinator's office before the end of the semester during which tutoring occurred to be included in the semester report to parents. It is the student's responsibility to maintain his/her log record and turn it in to the high school counselor or A+ coordinator in a timely manner.
- Tutoring/mentoring may be done before school, during the school years A+ class or during summer camp.
- Failure to adhere to guidelines may result in disciplinary action and/or dismissal from the A+ Program.
- Examples of tutoring activities: tutoring junior high or elementary school students before school; special tutoring arrangements may be made with the A+ Coordinator.

JOB SHADOWING

If a student wishes to job shadow during the school year the job shadowing must take place on a date in which Salisbury School District is not in session (teacher professional development days, P/T Conferences, holiday breaks, etc).

- Students must submit Job Shadowing Application/Permission form at least one week prior to their desired date to job shadow. Failure to do so will result in the student not receiving any credit for the experience. To obtain A+ hours, you must also complete the Record of Experience form and return it to the A+ Coordinator.
- You cannot job shadow with your parent.
- You cannot job shadow where you are currently employed.
- You or your parents are to provide transportation to and from job shadowing site.
- Be sure to dress appropriately for the job or business you are visiting; professional attire is expected at most job locations.
- Remember you are representing your school and your family. Please be respectful and courteous. This is a wonderful opportunity for Salisbury High School students and we want to be able to provide job shadowing experience in the future.
- Write a thank you letter when you are finished. Look at the instructions provided in the job shadowing handbook to see how to create a thank you letter.
- The Record of Experience Form should be completed and turned in to the A+ Coordinator no later than one week after the job shadowing day.

ATTENDANCE REQUIREMENT

To be eligible for the A+ Schools Program Tuition Reimbursement Incentive, a student must have a 95% accumulated attendance record (the equivalent of no more than 8.5 days absent per year) for grades 9 through 12. **Students are expected to attend school regularly and to be on time for classes.** Therefore, the student will acquire the habits of punctuality, self-discipline and responsibility. A student who does not meet the 95% attendance requirement will not be eligible for the A+ Tuition Incentive. The following attendance guidelines will be followed:

- Students must attend Salisbury High School or another designated A+ school for three consecutive years prior to graduation. Early graduation is discouraged.
- A cumulative attendance record will be kept from the beginning of the A+ student's freshman year until graduation.
- The official record of attendance is kept in the high school counselor's office. Students attending the Moberly Area Vocational/Technical School will have their attendance reported to the high school principal's office.

- Cumulative attendance information from the high school principal's office will be given to the A+ Coordinator at the end of each semester.
- Each semester the A+ office will provide parents, guardians, and students information that includes the student's attendance record.

ATTENDANCE REVIEW PROCESS

Following notification each semester, of excess absences, students and/or parents/guardians who disagree with the recorded attendance, will have 15 calendar days to appeal the student's attendance record with the A+ Coordinator after receiving a semester grade and A+ report. If an appeal is not filed within 15 calendar days of notification, a waiver for days missed will not be considered. Anyone making an appeal should use the "A+ Attendance Appeal Form" available from the A+ Coordinator. A sample is included in this handbook.

The A+ Coordinator will convene the Attendance & Citizenship Review Team within 10 days of receiving notice of an appeal. The Attendance and Citizenship Review Team will include a guidance counselor, a principal, two teachers, and the A+ Coordinator who will act as facilitator and a non-voting member of the Review Team.

The A+ Coordinator will notify the student and parents/guardians by letter within 5 calendar days, following a decision by the Attendance and Citizenship Review Team. If further appeal is necessary, due process guidelines, as explained in the Salisbury High School Student Handbook must be followed.

ATTENDANCE WAIVER GUIDELINES

Anyone submitting a request for an A+ waiver for days missed shall provide the A+ Coordinator with the following official documentation:

<u>REASON FOR ABSENCE</u>	<u>DOCUMENTATION</u>
Hospitalization	Letter signed by the doctor
Chronic health problem	Letter from doctor & school nurse
Personal/Family calamity (Fire, flood, etc.)	Principal's letter
Catastrophic illness (long term)	Recommendation for home bound instruction

REASONS NOT ALLOWABLE FOR WAIVER

No student will receive a waiver if absences are due to any of the following:

1. Truancy/Skipping classes and/or school
2. Taking school time for any personal activity not included in waiver guidelines
3. Out of School Suspensions for any reason
4. Personal/Family vacation
5. Transportation problems

Attendance requirements for the A+ Program are not to be confused with general attendance requirements as stated in the Salisbury High School Student Handbook.

CITIZENSHIP AND UNLAWFULL USE OF DRUGS/ALCOHOL REQUIREMENT

Participation in the A+ Schools Program is a unique privilege for Salisbury High School students. According to the A+ Schools Administrative Guide, students pursuing the A+ incentives must maintain a record of good citizenship and avoid the use of tobacco, drugs and alcohol. Certification of good citizenship will be based on the official discipline record maintained in the high school office. The Salisbury R-IV School District Discipline and Extracurricular Eligibility/Citizenship Policies establish the guidelines that determine whether good citizenship is maintained. The principal assigns consequences for infractions and is responsible for certifying the accuracy of a student's discipline record. An A+ student will not sell, possess, or use any controlled substance or drug paraphernalia as defined by law and stated in the SHS Student Handbook. The use of prescription medicine is allowed under Board Policy when administered by authorized school personnel. Students and parents are responsible for understanding and following these guidelines. The following offenses reported by law enforcement authorities will result in immediate removal from the A+ Program:

- Possession, use, sale, or transfer of alcohol, drugs, or narcotics
- Possession of drug paraphernalia
- Criminal activity as defined by the Safe Schools Act:

NOTE: Any student, who commits a serious offense involving drugs or alcohol or which falls under the Safe Schools Act, will be immediately dismissed from the program.

A+ PROGRAM PROBATION

Disciplinary probation within the A+ Program is used with the understanding that even the best student makes mistakes. Probation is designed to recognize this characteristic in young people. However, receiving the A+ Incentive is a privilege and should be treated as such. Students who are designated A+ should demonstrate distinctive qualities and be role models for other students.

An A+ student will be placed on probation for one semester for the following infractions:

1. More than one Saturday detention per semester
2. Any referral for Out-Of-School Suspension, or any Out-Of-School Suspension
3. Three or more weekday In-School Suspensions during any one school year
4. A violation of any citizenship standard established by "The Citizenship and Eligibility Guidelines for Students Participation in Extra-Curricular Activities" policy (dismissal could occur)

If no further misdeeds occur, the student will be returned to full A+ status following probation. A student receiving two semesters of probation during his/her high school career will have his/her disciplinary record reviewed by the A+ Attendance/Citizenship Review Team for continued probation or possible dismissal from the program. Students who are on the district ineligible list are ineligible for A+ activities, including tutoring, until the student becomes eligible.

REMOVAL FROM THE A+ PROGRAM

A student may be removed from the A+ Program when:

- Within the semester while on probation, the student commits another offense that would result in another probationary action.
- After two semesters of probation, a review by the Attendance and Citizenship Review Team shows that earlier disciplinary consequences did not positively affect the student's behavior.
- Conviction of a felony that is verifiable and either a matter of public record or communicated to school officials in compliance with the Safe Schools Act.
- Two or more misdemeanor convictions within 2 years (other than moving traffic violations not involving alcohol or illegal drugs) that are verifiable and a matter of public record.

A+ CITIZENSHIP PROBATION APPEAL PROCESS

Students and parents/guardians may appeal an A+ disciplinary decision using the following process.

Students and parents/guardians will have 15 calendar days to appeal a decision that is made dealing with discipline or probation using the A+ Appeal of Citizenship Form available from the A+ Coordinator. The appeal must be made in writing through the A+ Coordinator.

Within 10 days of receiving a written appeal, the A+ Coordinator will convene the A+ Attendance and Citizenship Review Team. The Team will be composed of a guidance counselor, a principal, and two teachers. The student may choose one of the two teachers.

The A+ Coordinator will act as facilitator and a nonvoting member of the Attendance and Citizenship Review Team. The parent/guardian and student must appear in person before the Review Team. After the Team reaches a decision, the A+ Coordinator will notify the parents/guardian by letter within 5 calendar days. If further appeal is necessary, due process guidelines as provided in the Student Grievance Policy #JFH must be followed.

STUDENT TUTORING - A+ GUIDELINES

A+ students are required to perform fifty (50) hours of unpaid tutoring or mentoring for younger students or students of the same age. The following will serve as a set of guidelines for the completion of this requirement.

All tutoring must occur within district buildings.

ALL Tutoring activities must be.

- Pre-approved through the A+ office; Academic in nature; one on one
- Must occur in a Salisbury School District building
- Unpaid
- Must be academic in nature and spent directly with students assisting them to study core subject areas;

reading, writing, mathematics, science, social studies, homework assistance, flash cards, etc. – not as a chaperone for other students attending movies, swimming, camping, going to the park, participating in field trips, fishing, etc.; copying, filing, grading; other clerical activities are unacceptable as well

- Maximum of fifteen hours per student per summer (supply and demand to guarantee equal opportunity for each A+ student; also will help ensure that the before and after school tutoring programs will remain in place)
- Must be a one on one situation in an academic setting (exceptions may occur)
- Must have a Salisbury School District staff person present to supervise
- Recording tutoring hours is the responsibility of the A+ student and should be recorded on log sheet provided by A+ office
- Should only constitute academic tutoring time with students of the same age or younger students

STUDENT TUTORING – SIGN-UP PROCEDURES

To become involved in A+ Tutoring, the A+ tutor should follow these procedures. A specific explanation of each type of opportunity is also included in the back of this packet.

Sign-up Procedures:

- Tutoring opportunities will be announced in the bulletin and sign-up sheets are located outside the Counselor's Office. A+ tutors should sign-up for tutoring on these lists.
- Tutoring jobs will be assigned on a "first come" basis.
- Students should complete a Tutoring Log Sheet and have the supervising teacher sign to verify tutoring hours.
- Log sheets should be turned in to the A+ Office. A+ Tutors should sign their log sheet. The log sheets will be kept on file in the A+ office or the counselor's office.
- In case of an absence, the A+ Tutor is responsible for notifying the A+ coordinator and his/her supervising teacher.

SUPERVISING TEACHER GUIDELINES

A+ Schools Students must complete 50 hours of unpaid tutoring or mentoring for younger students or students of the same age. The following will serve as a set of guidelines for teachers as A+ students work to complete their tutoring hours (tutoring must occur within district buildings):

- Acceptable A+ student tutoring hours should include time spent **directly with students** on academic studies. Logged time should not include copying, filing, and other clerical activities that do not place the tutor in an ACADEMIC setting with other students.
- Students should be held responsible for completing their log sheet on a daily basis and obtaining the supervising teacher's signature to verify their hours.
- When an A+ Tutor is assigned to a student under your supervision, you are accepting the responsibility to provide communication between yourself and the tutor, as well as, with the A+ Coordinator. It will be the A+ Tutor's responsibility to notify the A+ coordinator and supervising teacher if he/she will be absent.
- If at any time there are problems with the A+ Tutor, immediately contact the A+ Coordinator. You are the supervisor and the tutor will need your direction, but they should **NOT** detract from the learning environment in your classroom.

TUTORING OPPORTUNITIES

Elementary PM "Performance Toward Mastery" Program

- Before school tutoring Monday through Friday.
- Students have the opportunity to sign-up for individual one-on-one tutoring or possibly group tutoring at various grade levels

Tutors need to sign up for daily tutoring, they must however report at the appropriate start time to be eligible for that day.

After School and/or Saturday Detention Tutoring Option(s)

- After school detention is held on various days as needed from 3:19-4:04pm.
- Saturday detention is held from 8:00 am—11:00 pm on Saturday mornings
- A+ Students may see the A+ Coordinator if they are interested in tutoring for after school or Saturday

detentions

- Pre-approval must be granted by the Building Level Principal and/or A+ Coordinator before hours will be awarded

Summer Camp Tutoring

- A+ summer camp is usually held in late May, early June for approximately five days. Daily sessions run for about 3 hours each day.
- A maximum of 18 tutoring hours per summer will be accepted. All tutoring must occur within district buildings.

Additional tutoring opportunities will be posted in the A+ Office or counselor's office, as they become available.



GRIEVANCE PROCEDURES

EDUCATIONAL GRIEVANCE PROCEDURES

If a question or disagreement arises, parents and students are advised to the following guidelines to resolve any and all difficulties:

1. Contact the teacher/sponsor first if it relates to a classroom/activity matter or one of which the teacher/sponsor has first-hand knowledge.
2. If questions or conflicts remain unresolved after contacting the teacher/sponsor, contact the principal.
3. If questions or conflicts remain unresolved after contacting the principal, contact the superintendent.
4. If questions or conflicts remain unresolved after contacting the superintendent, you must schedule with the superintendent a proper time and place to discuss the question or problem with the Board of Education. The Board has the right to hear or refuse to hear any and all questions and problems. Individual board members are not to be contacted directly.
5. The decision of the Board of Education is final.

ATHLETIC GRIEVANCE PROCEDURES

If a concern arises with a coach the person(s) with the grievance **must wait 24 hours** before contacting a coach. Confronting a coach after a ball game is not in the best interest of either party involved. We believe by waiting 24 hours it allows both parties to calm down and reflect upon the game; allowing a productive conversation to occur rather than an argument. If a concern does arise we ask that the following procedure is followed.

- 6) Speak with the coach or coaches. **Confronting a coach in a negative manner after a contest is not permitted. Please schedule a meeting with the coach when both parties can talk responsibly. If a confrontation does occur from a fan or parent the following consequences will be enforced.**
 - a. **1st offense: One day to seven-day suspension from all Salisbury Athletic events.**
 - b. **2nd and subsequent offenses: Eight day up to 365-day suspension from all Salisbury Athletic events.****-The suspension length will be decided upon by a group of the Salisbury administration.**
- 7) Speak with the Athletic Director.
- 8) Speak with the Principal.
- 9) Speak with the Superintendent.
- 10) Speak with the Board of Education.

STUDENT RIGHTS/GRIEVANCE PROCEDURE

The Salisbury School District's Non-Discrimination Policy—Grievance procedure for violations pertaining to discrimination on the basis of sex, race, and/or handicap.

A. Delineation of the Grievance Procedure

1. It is desirable that problems and complaints of alleged discrimination brought by students, district employees, parents/guardians, other members of the community or applicants for employment be resolved in an informal manner at the earliest possible time and at the most immediate level in the school district organization.
2. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state law or in school district policies and directives.
3. When a person or persons wish to register a complaint to the next level of authority over which an alleged discrimination has occurred, the following grievance procedure shall be implemented.

B. Definitions

1. **Grievance:** a grievance shall mean the filing of a written complaint with the responsible district officer that there has been an alleged act of discrimination* in the educational program or activities including employment therein and admission thereto which has not been eliminated at the point at which such discrimination was noted after going through the immediate channel of communication and authority.
*As defined in 38 U.S.C. 1681 et seq.
2. **Complainant:** an individual who brings either a formal or informal complaint of alleged discrimination governed by Title IX or Section 504. All complaints should be filed with the Title IX coordinator.

C. Procedures for Processing Grievances of Alleged Discrimination Pertaining to Sex in Educational Programs and Activities

Level I – A complaint first shall be presented orally and informally to the person or persons immediately involved. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the immediate supervisor of the person or persons involved and/or the building administrator. This written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved, and a recap of the action taken during the informal charge state. Within ten working days after receiving the complaint, the supervisor or guiding administrator shall state a decision in writing to the complainant with supporting evidence and reasons. In addition, the supervisor will inform the superintendent of the formal complaint and the disposition.

Level II – Within five working days after receiving the decision at Level I, the complainant may appeal the decision to the district Title IX and/or Section 504 discrimination grievance office by filing a written appeal package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The grievance officer will arrange for a personal conference with the complainant at the earliest mutual convenience. Within ten working days after receiving the complaint, the grievance officer shall state a decision in writing to the complainant with supporting evidence and reasons. In addition, the grievance officer will inform the superintendent of the appeal and the disposition.

Level III – If resolution is not reached in Level II, the grievance may be referred by Either party within ten working days to the superintendent. At that time a written appeals package consisting of the complainant's grievance and the grievance officer's decision shall be reviewed by the Superintendent. Within ten working days after receiving the referral, the Superintendent shall state his decision and reply in writing to the parties involved.

D. Procedures for Processing Grievances of Alleged Discrimination Pertaining to Sex and/or Handicapped Related to Employment

1. If a grievance concerns a matter within the purview of an established staff complaint and grievance procedure available to the complainant, the employee shall use that procedure to resolve the grievance in lieu of the procedure of this directive.
2. If a grievance does not concern a matter within the purview of an existing personnel grievance procedure and is an alleged violation of Title IX and/or Section 504 related to employment, it shall be resolved to the district according to the procedures established in C, Levels II and III.

E. Student Discipline Hearings

Rules of procedure in hearings before the Board of Education on Extended Suspensions and Expulsion Matters

1. Students or students' parents/guardians may request a hearing before the Board of Education to contest any long term suspension or expulsion in excess of 10 school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension and make a recommendation whether to refer the request to the Board of Education. It will be the sole discretion of the Superintendent whether to deny the request or refer the request to the Board for a hearing.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. The parent/guardian may represent their student or may retain an attorney as a representative in the defense of the student. The representative will have the right to present witnesses,

question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, his or her parent/guardian shall notify the Superintendent of such representation at least twenty-four hours prior to the scheduled time of the hearing.

4. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.
5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
6. At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court record, juvenile court records, and any actions of the student that would be criminal offenses.
7. The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire (before testifying, witnesses shall be sworn).
8. The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have full charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
9. The hearing shall not be open to the public unless requested by the student's parent/guardian or those having his/her custodial care, provided, however, that, if the hearing is open to the public, the Board may set reasonable limitations on the number of people present based upon available space and need for orderly proceedings.
10. The Board shall also have the right to exclude the public or persons if it shall determine that the hearings are being disrupted by any person or group of persons.
11. Unless public, as herein above provided, hearings may be attended only by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the principals, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.
12. A record shall be made of any information presented at the hearing. Statements and other written matter presented shall be kept on file by the District.
13. As soon as possible after the hearing, the Board shall make its decision and transmit the same in writing to the parties and to the Superintendent.

DISCIPLINE OF DISABLE STUDENTS

Disabled students who violate the school district's discipline policy may be disciplined in the same manner as other students, provided that any resulting suspension or other change in placement does not exceed ten school days. Depending upon the student's misconduct and upon the specific provisions of the district's policy, the disciplinary alternatives are:

1. Suspension for ten days or less
2. Assignment to an interim alternative educational setting (e.g. resource room, in school suspension, time out).
3. Assignment to another setting (e.g. homebound) – students assigned to homebound because of disciplinary violations will not be allowed to attend extra-curricular activities. If the student is suspended in or out-of –school for ten days or less, the IEP team will:
4. Conduct a manifestation determination not later than ten days after the decision to impose disciplinary action to assess if the student's misconduct is related to the student's disability.
5. If the district has not conducted a behavioral assessment prior to the imposition of discipline, the district will

convene the IEP team to conduct an informal or formal behavioral assessment to assess and address the behavior that is the subject of the discipline either before, but not later than 10 days after imposing the discipline.

6. Review any existing behavior intervention plan and modify the existing plan, if necessary to address the behavior which resulted in suspension; or develop a behavior plan, if necessary to address the behavior.

CIVILITY POLICY

Members of the Salisbury School District staff will treat parents and other members of the public with respect and expect the same in return. The district must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile or aggressive actions. The Board and administration will not tolerate any person(s) whose presence disturbs classes or school activities. The district seeks public cooperation with this endeavor.

1. Disruptive Individual Must Leave School Grounds - - Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or his or her designee. If such persons will not leave the premises upon request, the principal or designee may contact the proper authorities.

2. Directions to Staff in Dealing with Abusive Individual – If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely ask the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusing individual that the meeting, conference or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly.



DISCIPLINE GUIDELINES-RULES AND EXPECTATIONS

STUDENT CONDUCT CODE: GENERAL STATEMENTS OF POLICY

The Student Conduct Code is designed to foster student responsibility, to instill respect for the rights of others, to provide a safe environment for students and employees, and to ensure the orderly operations of district schools. The following policy statements serve to clarify the district's commitment to these goals:

1. We expect all students to act appropriately in the classroom. We will not tolerate behavior that interferes with learning.
2. The Student Conduct Code is designed to teach young people acceptable behavior. We believe our efforts should not be limited to school hours. Thus, students attending extracurricular and school-sponsored activities are subject to the same disciplinary actions as would be taken for offenses committed on school grounds during school hours.
3. All administrators, faculty, and staff members have the right and responsibility to help correct inappropriate behavior. Please respect all employees of the Salisbury School District and follow employee directions.
4. No code can be expected to list each and every offense that may result in disciplinary action. It is the intent of the code to list selected offenses that will result in the imposition of a specific penalty. When an offense cannot be readily categorized with the code, the administration will determine a penalty that is consistent with the intent and purposes of the code.

The Student Conduct Code primarily describes punitive actions assigned at the administrative level. Minor classroom disruptions will initially be handled by the classroom teacher. Action taken by the teacher may include, but is not limited to a conference with the student, a conference with the parent(s) in person or by phone, assignment of extra work, detention, or sending the student to the office.

Students guilty of serious violations or repeated minor infractions will be referred to the principal. Action will depend on the nature of the misbehavior, a student's past record, and most importantly the school official's opinion as to what action is necessary to ensure appropriate behavior by the student. Action may include disciplinary action ranging from detentions to in-school-suspension, out-of-school suspensions, or referral to the superintendent for long term suspension.

BEHAVIOR CODE PHILOSOPHY

We, the teachers, staff, and administrators of the Salisbury School District believe:

1. That order and good discipline are necessary for the safe and effective operation and the achievement of the educational objectives of our school.
2. That all students have the right to learn and that all teachers have a right to teach without disruption or misbehavior by any student.
3. That all students can behave. That all students are responsible for their own behavior, regardless of the behaviors of others, and regardless of whether their behavior is being monitored or not.
4. That teachers and administrators have the right and responsibility to discipline any student who chooses to disrupt or refuses to comply with our school's rules and regulations during school hours, while attending school-sponsored activities, or while riding the school bus. The building administrator has the authority to act as they seem fit.

ACADEMIC DISHONESTY

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense	No credit for work, grade reduction, course failure, or removal from extracurricular activities.

ARSON

Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

ASSAULT

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

First Offense	Principal/Student conference, 1-2 days ISS, 3 - 5 day out-of-school suspension, or expulsion.
Subsequent Offense	1-3 days ISS, 5 – 10 day out-of-school suspension, or expulsion.
Third Offense	10+ days of out-of-school suspension or expulsion.

AUTOMOBILE / VEHICLE MISUSE / PARKING LOT

The parking lot is provided for the use of the students, but the following rules will apply:

1. All student cars are to be parked in the student parking lot at all times.
2. Cars are to be parked in an orderly manner and in assigned parking areas.
3. Students are not to go to their cars during the day, except with prior permission from the office.
4. A speed of five miles per hour is to be observed in the parking lot.
5. Please do not drive cars through the bus loading zone between 8 A.M. and 3:30 P.M.
6. After you have entered the parking lot, you are not to leave without permission from the principal.

First Offense	Warning, Suspension or revocation of parking privileges, ASD, 1-5 days ISS
Subsequent Offense	Revocation of parking privileges, 2-5 days ISS or 1-10 days out-of-school suspension.

BULLYING, HARASSMENT, INTIMIDATION, AND BULLYING:

Harassment, intimidation, or bullying of any student on school property, on a school bus or other school vehicle, at an official school bus stop, or at a school-sponsored activity or event regardless of whether such event is held on school property is prohibited.

- A. Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical

actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

- B. Each student is expected to be respectful of all other students. Student(s) who harass, intimidate, or bully other students will be punished.
- D. School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Student(s) who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

- E. Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in

accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

- F. The school district is responsible for protecting students. If the harassment, intimidation, or bullying takes place "at school" which is defined as anywhere on school property, on a school bus or other vehicle, at an official school bus stop, or at a school-sponsored activity or event regardless of whether such event is held on school property, then the school district is responsible for stopping the harassment, intimidation, or bullying, and for making sure it does not continue.
- G. Reprisal or retaliation against a person, who reports an act of harassment, intimidation, or bullying, will be given a 10-day suspension. In addition, juvenile authorities will be contacted.
- H. A strategy for protecting a victim from additional harassment, intimidation, or bullying will be worked out on an individual basis. Such things to consider will be changing classes, changing lunch shifts, changing busses, etc.
- I. Our guidance counselors will provide counseling to students who have been victims or targets for bullying. If our counselors feel outside counseling is needed it will be provided.
- J. Students who falsely accuse another student of harassment, intimidation, or bullying will be given a 5 day suspension.
- K. Any student found guilty of harassment, intimidation, or bullying will be given counseling by our guidance counselors or whomever our counselors feel will help the student to stop being a bully.
- L. All information relating to a reported incident is confidential, and exempt from disclosure under the provision of chapter 610, RS Mo.
- M. This policy will be published in the local newspaper, and will become a part of our student handbooks.
- N. A school administrator, employee, student, or volunteer, shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying.
- O. A school employee, student, or volunteer is personally immune from a cause of action for damages arising from reporting harassment, intimidation, or bullying, or any failure to remedy the reported harassment, intimidation, or bullying, if such person:
 - 1. In good faith promptly reports an incident of harassment, intimidation, or bullying.
 - 2. Makes the report to the appropriate school official (building principals).
 - 3. Makes the report in compliance with the procedures as specified above.
- P. The Salisbury R-4 School Board and school district will:
 - 1. Provide training on harassment, intimidation, and bullying policy to all school employees and volunteers who have direct contact with students.
 - 2. Develop a process for educating students on the harassment, intimidation, or bullying policy.
 - 3. Incorporate into each school's current employee training program information regarding the school board policy against harassment, intimidation, or bullying.
- Q. Except as provided in subsection K, nothing in this section shall be construed to prevent a victim from seeking redress under any other provision of law, either civil or criminal. This section does not create or alter any tort liability.
- R. All incidents of bullying will be reported to the superintendent at the conclusion of each school year. The superintendent in turn will compile the information and send it to the Department of Elementary and Secondary Education at a date and time specified by the department. The report will include, but not be limited to, the bully free school plan, and the total number of incidents reported in the district. This report shall be made available to the public annually.
- S. Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online

activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

First Offense	ASD, 1-5 days of ISS, 1-5 Days out-of-school suspension.
Subsequent Offense	1-10 days of out-of-school suspension for each offense, or expulsion

STUDENT CELL PHONES/ELECTRONIC DEVICES

Cell phones and other electronic devices are a great tool for safety and convenience: however, they can be a distraction to the learning environment. At Salisbury High School we want to educate our students on proper use of electronic devices. All cell phones, smart watches, and other electronic devices must be silenced beginning at 8:10 am and remain silenced until the final bell at 3:09.

- 1) Cell phones and smart watches may be used during the day between classes **only at the student's locker (this does not mean any locker)** and during lunches. Cell phones may only be used for nonverbal communication and educational purposes at these times.
- 2) Cell phones are not permitted to be used in the classroom except at the teacher's discretion for educational purposes.
- 3) The use of cell phones, smart watches and other electronic devices during class will be subject to this policy.
- 4) Students wishing to make a call on their cell phone must come to the high school office to place the call.
- 5) The use of earbuds/headphones is restricted in all areas of the school. Earbuds/headphones will only be allowed in the classroom for educational purposes at the teacher's discretion.
- 6) The use of cell phones and other electronic devices are restricted in all district restrooms and locker rooms at all times.

First Offense	Device confiscated. Parent notification and 1 ASD.
Second Offense	Device confiscated. Parent notification and 1 day of ISS.
Third/Subsequent Offenses	Device confiscated. Parent notification, 1-5 days of ISS or 1-10 days OSS.

*Cell phones/devices can be picked up by the parent or student at the end of the school day.

*Any student who refuses to give up their phone/device to a staff member will automatically receive 1-2 days OSS; plus, the discipline for the violation.

DETENTIONS / I.S.S. / O.S.S. GUIDELINES

After School Detention (ASD):

An After School Detention period lasts 45 minutes. All ASDs will be from 3:15-4:00PM on Thursdays.

Students will be assigned a detention by the principal for general misconduct and/or lack of effort.

Saturday Detention:

A Saturday Detention will last 3 hours. All Saturday Detentions will be from 8:00-11:00AM. If the student does not report by 8 AM, they will not be allowed to enter.

Detention Guidelines:

Detentions will be conducted as a regular class; therefore, if the student is tardy for detention, this will

be added to the number of tardies already accumulated. Students will be allowed one day to make arrangements at work or for personal reasons during the length of detention assigned.

Teacher Assigned Detentions:

Teachers may assign before school or after school detentions as they deem necessary for inappropriate classroom behavior. The detention time will be served with the assigning teacher.

In-School-Suspension (ISS):

Students serving a full day of ISS will report to the HS office upon arriving at school that day. Students may also be given ISS during the course of a school day which means they are placed in ISS for part of or for the remainder of that day.

Rules for Detention and ISS:

1. Seating will be assigned by the supervising teacher.
2. Restroom privileges will be provided but limited.
3. Students may read, write, and complete work from school. ISS students will be responsible for working on and completing their work assigned and given in their classes during their time in ISS.
4. Students may not sleep, eat, drink, talk or listen to music.
5. Students may not use any electronic devices without the consent of the supervising teacher.

Rules for Out of School Suspension (OSS):

While students are serving OSS, they are not allowed to complete work or tests that are assigned or scheduled on the days they are serving OSS. However, work that was previously assigned prior to the start of the OSS period and is due during or after the OSS period may be turned in. Students currently on OSS may not be on the grounds of Salisbury R-IV School District during their suspension. Students may not attend home or away extracurricular events. *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.*

DISHONESTY

Any act of lying, whether verbal or written, including forgery.

First Offense	Nullification of forged document, Principal/student conference, ASD or 1 day ISS.
Subsequent Offense	Nullification of forged document. 1-2 days of ISS or 1-180 days of out-of-school suspension.

DISRESPECT TO STAFF

This refers to language, gestures, conduct, or actions that are disrespectful to a staff member.

First Offense	Principal/Student Conference, ASD, or 1-5 days of ISS.
Second Offense	1-10 days of ISS.
Third Offense	1-3 days of out-of-school suspension.
Fourth Offense	4-10 days of out-of-school suspension.

DISRESPECTFUL/DISRUPTIVE SPEECH OR CONDUCT

This refers to conduct or speech that significantly disrupts classroom work, school activities, or school functions. This includes violations against classroom rules regarding talking, being out of your seat, refusing to do assigned work, showing a lack of respect to peers or failing to follow any reasonable directive from a staff member.

First Offense	Principal/Student Conference, ASD, or 1-5 days of ISS.
Second Offense	1-10 days of ISS.
Third Offense	1-3 days out-of-school suspension
Fourth Offense	4-10 days of out-of-school suspension.

DRESS CODE

No dress code can possibly cover all eventualities, and it should be understood that it is the intention of this code to discourage any extreme and severe fashions. Therefore, the building principal will weigh all factors and use his or her professional judgment regarding decisions of proper dress. If you have any questions about the type of dress you are going to wear, it would always be best to check with the building principal. All students are encouraged to use good judgment in the selection and care of all clothing worn to school and to all extra-curricular activities. Students should be dressed and groomed in a manner that is in keeping with community attitudes and expectations. At no time should a student's dress be such that it is disruptive to the educational process.

The following dress code shall apply to all students in grades 7-12 at Salisbury R-IV.

1. Shorts may be worn, but the following regulations exist: no bicycle shorts, skin-tight shorts, "boy" shorts or spandex shorts of any kind. Shorts and skirts must be at fingertip length when students' arms are at their sides.
2. Shirts and blouses are to be worn as the manufacturer designed them. The chest and entire torso must be covered. Bare midriffs will not be allowed. The shirt and shorts/pants must overlap.
3. No see-through blouses, halter tops, backless tops, strapless tops or midriffs are allowed. Absolutely no undergarments shall be showing or seen through clothing.
4. Tank tops, or spaghetti straps are only to be worn with a shirt over them. Cut-out t-shirts and large arm-holed shirts are NOT allowed.
5. Holes above the knee on any type of pant, cannot show skin. Students are permitted to wear shorts, leggings, tights, etc... under these pants to cover the whole area. Any large hole in a top or bottom will be subject to the Principal's discretion.
6. Students must wear shoes.
7. Caps, Do-Rags, Wave Caps, hats, bandannas, stocking caps, or sunglasses are not to be worn during the school day. These are to be stored in your locker until you go home. If they are worn during the school day, they may be taken away. Students wearing hoodies should not have hoods up in the building.
8. Students are not allowed to wear clothing advertising or promoting alcohol, drugs, or tobacco products.
9. Students are not allowed to wear clothing displaying profane and/or obscene language or symbols.
10. No chains are to be worn on or around clothes.
11. Students cannot wear patches, pins or clothing that has writing, drawing, or emblems that are obscene, inappropriate, or otherwise distracting in school.
12. Students are not to bring blankets or pillows to school.

First Offense	Principal/Student Conference, Correction/Warning
Second Offense	Correction, ASD

Third Offense	Correction, ASD, 1-3 days ISS
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The Principal reserves the right to determine whether the clothing is distracting, indecent, or inappropriate for school. All dress code rules apply to nighttime school activities, field trips, contests, etc. Teachers have the authority and are expected to correct dress code violations.

FALSE ALARM

This includes but is not limited to activating the fire alarm without reason or falsely reporting an emergency.

First Offense	Restitution, Principal/Student Conference, ASD, ISS-and/or 1-10 days out-of-school suspension.
Second Offense	Restitution, 1-10 days out-of-school suspension.

NOTE: Penalty for a bomb threat: The student will be punished to the fullest extent of the law and receive a 10 to 180 day out of school suspension.

FIGHTING

This includes mutual combat in which both parties have contributed to the conflict either verbally or by physical action, and in which blows are delivered.

First Offense	Principal/Student Conference, ASD, or 1-3 days of ISS.
Second Offense	1-5 days of ISS. 4-10 days out-of-school suspension
Third Offense	Expulsion

EXTORTION OR VERBAL/WRITTEN THREATS

Extortion-Threatening or intimidating any person for the purpose of obtaining money or anything of value. Threats or verbal Assault-Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense	Principal/Student Conference, ASD, 1-10 days of ISS, 1-180 days out-of-school suspension, or expulsion.
Second Offense	1-10 days of ISS, 1-180 days out-of-school suspension or expulsion.

HARRASSMENT, including SEXUAL HARRASSMENT

1. 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, 1-10 days of ISS, 1-5 days out-of-school suspension.
Second Offense	1-180 day out-of-school suspension or expulsion.

2. 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	1-10 days of ISS, 1-180 day out-of-school suspension or expulsion.
Second Offense	1-180 days out-of-school suspension or expulsion.

HAZING

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 district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense	1-10 days of ISS, 1-180 days out-of-school suspension.
Second Offense	1-180 days out-of-school suspension or expulsion.

INSUBORDINATION

The refusal to follow a reasonable directive of a teacher or administrator is to be considered insubordination. The direction of a teacher or administrator shall be presumed reasonable; therefore, the burden of proving the directive unreasonable will be upon the student.

First Offense	ASD, 1-10 days of ISS, 1-3 days out-of-school suspension.
Second Offense	1-5 days out-of-school suspension.
Third Offense	5-10 days out-of-school suspension.

KNIVES, RAZOR BLADES, SHARP INSTRUMENTS

The possession of knives, razor blades and sharp instruments that have the possibility of doing harm to another student or staff member is not allowed in school. This includes but is not limited to knives that are under 2 ½ inches in length. The possession of a knife, razor blade, or any other sharp instrument will result in:

First Offense	1-5 days of ISS.
Second Offense	1-5 days out-of-school suspension.
Third Offense	5-10 days out-of-school suspension.

NOTE: any staff member has the right to confiscate items and take them to the office. Items will be returned only to a parent or guardian during the summer.

LIGHTERS, MATCHES OR FIREWORKS

First Offense	Confiscation, Warning, ASD, 1-5 days of ISS.
Second Offense	Confiscation, Warning, ASD, 1-10 days of ISS, 1-10 days out-of-school suspension.

Lighters, Matches or Fireworks are not allowed in school.

PLASTIC OR REPLICA GUNS AND KNIVES

Plastic or replica guns and knives will not be allowed in school and will be considered a weapons violation. Stricter limits will be established for school-based activities involving weapons. All activities must follow board policy and have pre-approval by the administration. Local school district procedures will be established to facilitate class units or activities that involve the use of weapons. (These types of classes or units would include trap shooting, archery, etc.)

PUBLIC DISPLAYS OF AFFECTION

Physical contact, which is inappropriate for the school setting will not be allowed. This includes during the school day and at school functions beyond the school day.

First Offense	Principal/Student Conference, ASD, 1-5 days ISS.
Second Offense	1 or 2 ASD, 1-5 days ISS, 1-5 days OSS.
Third Offense	1-10 days out-of-school suspension.

RACIAL SLURS

The use of racial slurs toward students, staff, or faculty will not be tolerated.

First Offense	1-5 days ISS, 1-5 days out-of-school suspension.
Second Offense	1-10 days out-of-school suspension.
Third Offense	5-10 days out-of-school suspension.

SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL

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

First Offense	Confiscation, Principal/Student Conference, ASD, or 1-5 days ISS.
Second Offense	Confiscation, 1-10 days ISS, 1-180 days out-of-school suspension.

Proper authorities will be notified in appropriate cases.

SEXUAL MISCONDUCT

All students in the Salisbury School District have the right to attend classes in a safe and orderly environment. They should be free of harassment by other students, especially that which is of a sexual nature. Sexual misconduct is a rather serious matter with the potential for creating long term physical and emotional trauma for those involved. Sexual misconduct is defined as follows:

1. Pressure for sexual activity
2. Repeated remarks to a person, with sexual or demeaning implications
3. Unwelcome touching
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats
5. Sexual activity which are acts of sex or simulated acts of sex

In all cases of confirmed sexual misconduct, parental contact will be made, along with notification of the proper legal authorities. The consequences of sexual misconduct are:

First Offense	Principal/Student Conference, 1-10 days ISS, 1-10 days out-of-school suspension.
Second Offense	5-10 days out-of-school suspension.
Third Offense	10 days out-of-school suspension, plus recommendation to the Superintendent for additional days.

SWEARING OR USE OF UNACCEPTABLE LANGUAGE

Using oral, body, and/or written language which is offensive and not acceptable on school premises will not be permitted. The consequences are as follows:

Incidental	
First Offense	ASD, 1-5 days of ISS.
Second Offense	1-3 Days ISS, 1-3 days out-of-school suspension.
Third Offense	1-5 days out-of-school suspension.
Toward Another Student	
First Offense	ASD, 1-5 days of ISS.
Second Offense	1-5 Days out-of-school suspension.
Third Offense	5-10 days out-of-school suspension.
Toward Staff	
First Offense	1-5 days out-of-school suspension.
Second Offense	1-10 days out-of-school suspension with referral to superintendent for additional days.

TARDIES, UNEXCUSED

Unexcused tardiness is an unexcused appearance of a student after the starting time of a class. Teachers detaining students to their next class must provide an excuse to get them into class without penalty. All unexcused tardiness for each quarter will be recorded.

Tardy 1 & 2	Notification given by teacher.
Tardy 3 & 4	ASD
Tardy 5 and 6	1 day of ISS
Tardy 7 +	1-3 days of ISS

NOTE: Tardies are counted by individual class. Students will only receive disciplinary action after they have received 3 or more tardies in one class. At the start of each new quarter, students start over with zero tardies for each class.

TECHNOLOGY MISCONDUCT

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

First Offense	Restitution, Principal/Student conference, Loss of user privileges, ASD, 1-5 days ISS
Second Offense	Restitution, Loss of user privileges, 1-5 days ISS, 1-180 days OSS or expulsion.

THEFT

This refers to stealing or attempting to steal student or school property. It also refers to stealing or attempting to steal private property while under school supervision and authority.

First Offense	Principal/Student conference, Return of property or Restitution, 1-5 days ISS, 1-180 days out-of-school suspension.
Subsequent Offense	Return of property or Restitution, 1-180 days out-of-school suspension or expulsion.

TRUANCY

Truancy is defined as an absence from school without the knowledge and consent of parents/guardians and the school administration; 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	Principal/Student conference, ASD, 1-3 days ISS.
Subsequent Offense	ASD, 3-10 days ISS and removal from extracurricular activities.

NOTE: Students leaving the school grounds without prior permission from the office will be considered truant.

USE OF OBSCENE LANGUAGE, GESTURES, OR GRAPHIC REPRESENTATIONS

This refers to spoken, written or any gesture used to display words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex or portraying sex in a manner offensive to community standards and without a serious literary, artistic, political, or scientific value. This includes but is not limited to sexting and/or possession of sexually explicit, vulgar or violent material.

First Offense	Confiscation, 1-2 ASD, 1-5 days ISS.
Second Offense	Confiscation, 1-5 days ISS, 1-3 days out-of-school suspension.
Third Offense	Confiscation, 4-10 days out-of-school suspension.

VANDALISM

This is causing willful substantial damage or attempting to cause substantial damage to any property belonging to the school, staff, or students. Also included is damage to private property while under school supervision and authority.

First Offense	Principal/Student conference, restitution, 1-3 days ISS.
Second Offense	Restitution, 1-10 days out-of-school suspension.

VERBAL THREAT TO A TEACHER, ADMINISTRATOR, OR STAFF MEMBER

First Offense	1-180 day out-of-school suspension.
Second Offense	Expulsion.

VERBAL THREAT TO KILL A STUDENT/STAFF MEMBER

First Offense	1-180 day out-of-school suspension.
Second Offense	Expulsion.

WEAPON, POSSESSION OF

No student may have on one's person or be retaining in one's possession any instrument that could be used as a weapon that may cause physical harm. The school board, superintendent, or designee may identify a weapon on a case by case circumstance.

WEAPON, FIREARM / DESTRUCTIVE DEVICE VIOLATIONS

There will be no weapons, firearms or destructive devices on school property or in personal vehicles, on the person, in the parking lot, or on school sponsored activities.

Weapon Definitions:

Knife – any dagger, disk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. This includes but is not limited to knives with blades over 2 ½ inches in length.

Switchblade knife – any knife that has a blade that folds or closes into the handle or sheath, and (a) that opens automatically by pressure applied to a button or other device located on the handle, or (b) that opens or releases from the handle or sheath by the force of gravity or by the application of centrifugal force.

Knuckles – any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles.

Blackjack – any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person and which is readily capable of lethal use.

Projectile – any Air Gun, Paintball Gun, Sling-Shot, Pellet Gun, BB Gun, or Bow – any device that is not a firearm but still projects an object that could cause physical injury or serious physical injury.

Ammunition or a component of a weapon – This includes but is not limited to silencers which are any instrument, attachment, or appliance that is designed or adapted to muffle the noise made by the firing of any firearm.

1. Possession or use of any weapon as defined in Board policy.

First Offense	1-5 days ISS, 1-10 days out-of-school suspension, expulsion.
Second Offense	1-180 days out-of-school suspension, expulsion.

2. Possession or use of a firearm.

First Offense	One calendar year suspension or expulsion unless modified by the Board upon recommendation from the superintendent.
Second Offense	Expulsion.

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

First Offense	1-5 days ISS, 1-10 days out-of-school suspension, expulsion.
Second Offense	1-180 days out-of-school suspension, expulsion.

FIREARM / DESTRUCTIVE DEVICE DEFINITIONS

1. Firearm – any weapon that is designed or adapted to expel a projectile by the action of an explosive.
2. Concealed Firearm – any firearm that has a barrel less than sixteen inches in length, measured from the face of the bolt or standing breech.
3. Explosive Weapon – any explosive, incendiary, or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage; or any device designed or adapted for delivering or shooting of such a weapon.
4. Gas Gun – any gas ejection device, weapon, cartridge, container or contrivance that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellent or temporary incapacitating substance.
5. Machine Gun – any firearm that is capable of firing more than one shot automatically, without manual reloading, by a single function of the trigger

6. Rifle – any firearm designed or adapted to be fired from the shoulder and to use energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger.
7. Shotgun – any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed shotgun shell to fire a number of shot or a single projectile through a smooth bore barrel by a single function of the trigger.
8. Bombs – any object that is a container filled with explosive, incendiary material, smoke, gas, or other destructive substance, designed to explode on impact or when detonated by a time mechanism, remote-control device, or lit fuse.

First Offense	365-day suspension, expulsion.
Second Offense +	Expulsion. (Is this redundant?)

CONTROLLED SUBSTANCES VIOLATIONS TOBACCO

This refers to possession or use of tobacco while under school supervision and authority.

A new law has just been signed by the Governor and takes effect August 28, 2001 that states that it is illegal for anyone under the age of 18 to possess tobacco products. In lieu of this law all violations must be reported to the proper authorities.

Possession of any tobacco products or other nicotine-delivery products on district property, district transportation or at any district activity. Vape pens are addressed under the Alcoholic Beverage, Drugs, Vapes, or Narcotics policy.

First Offense	Confiscation & 1-3 days ISS.
Subsequent Offense	Confiscation & 1-3 days out-of-school suspension.

Use of any tobacco products or other nicotine-delivery products on district property, district transportation or at any district activity.

First Offense	Confiscation & 1-3 days out-of-school suspension.
Subsequent Offense	Confiscation & 1-3 days out-of-school suspension.

NOTE: Tobacco products carried on school premises will be taken away and may be turned over to the proper authorities.

ALCOHOLIC BEVERAGES, DRUGS, VAPES, OR NARCOTICS

A student shall not knowingly buy, sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, mood-altering chemical, or intoxicant of any kind while on school property or while participating in a school sponsored activity. The use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule as long as it is being used by the person named in the prescription and according to the directions on the prescription.

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

First Offense	1-180 days out-of-school suspension.
Subsequent Offense	1-180 days out-of-school suspension, expulsion.

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(c) of the Controlled Substances Act.

First Offense	1-180 days out-of-school suspension.
Subsequent Offense	1-180 days out-of-school suspension, expulsion.

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(c) of the Controlled Substances Act.

First Offense	1-180 days out-of-school suspension
Subsequent Offense	1-180 days out-of-school suspension, expulsion.

NOTE: Alcohol, drugs, vapes and/or narcotic products carried on school premises will be taken away and will be turned over to the proper authorities.

Possession or use of any vapes, electronic cigarettes or cartridges on district property, district transportation or at any district activity.

First Offense	Confiscation & 2 days out-of-school suspension.
Subsequent Offense	Confiscation & 3 days out-of-school suspension.

NOTE: Vape pens and electronic cigarettes will be taken away and may be turned over to the proper authorities. If the contents of the vape pen or e-cigarette contain illegal substances consequences will be addressed using the appropriate policy as listed under the Alcoholic Beverages, Drugs, Vapes or Narcotics policy.

SALISBURY R-IV SCHOOL BUS RULES AND GUIDELINES

All students eligible to ride the route school busses will be placed on a roster of names that will be given to the driver for the purpose of identification and attendance counting. A name listing will be used to determine the student's right to ride the bus. The bus driver is responsible for referring discipline problems to the bus supervisor through use of the Bus Incident Report. The driver will give all copies of the incident report to the bus supervisor. The bus supervisor is responsible for forwarding the bus reports to the building principal. Students are expected to adhere to the rules of conduct which govern students' behavior on the school bus, as well as in the school building. A student may be suspended from transportation and/or school as a result of misconduct on the bus. This action can only be taken by the principal. The student will be permitted to ride the bus until his/her parents have been notified of the suspension. During suspension of bus privileges, it shall be the parent or guardian's responsibility to provide the student's transportation to and from school. Suspension of bus privileges does not provide a student with an excused absence.

Infractions That Would Necessitate the Writing of a Bus Incident Report

1. Excessive noise and disruption – lack of courtesy
2. Fighting or scuffling on the bus or at the bus stop
3. Deliberately delaying the loading or unloading of the bus
4. Deliberate defiance or refusal to cooperate with the bus driver
5. Obscene and unacceptable language, gesture, remarks, or signs
6. Throwing items of any kind inside the bus, at the bus, or out of the bus windows
7. Smoking

8. Destruction of property
9. Extending hands, arms, or any portion of the body out of the bus
10. Tampering with equipment – deliberate vandalism
11. Refusal to stay seated
12. Interference with normal operation of the bus that results in jeopardizing the driver's or student riders' safety
13. Violation of any other rule of student conduct which governs student behavior in the Student's particular school
14. Illegal use or possession of a controlled substance.
15. Other (conduct prejudicial to the maintenance of good order and safety)
16. Drinking or eating on the bus
17. Chewing gum is not allowed

First Offense	Principal/Student Conference, ASD, 1-5 days ISS, Bus suspension 1-180 days.
Second Offense	1-5 days ISS, Bus suspension 1-180 days.
Subsequent Offenses	1-10 day out-of-school suspension, Bus suspension 1-180 days.

NOTE: The principal has the authority to impose a more severe penalty upon the student if his/her conduct so warrants, depending upon the nature of the incident.

RULES FOR MOBERLY VO-TECH STUDENTS

A vocational student will only be in attendance at the high school for three periods a day. Then they must attend the vocational school on all days required by the Salisbury School District. A vocational student is enrolled in two school systems and must abide by the school rules in each district. All students must follow all Salisbury R-IV rules and the rules listed below.

1. Students must eat in the lunchroom. The bus will not stop going to Moberly or returning to Salisbury for any type of food or drink. **NO FOOD OR DRINK ON THE BUS.**
2. Students must remain quiet in the hallway and not disturb other classes.
3. The bus will leave as soon as possible.
4. Vocational students will be dismissed for lunch at 10:52 a.m. The bus will leave at 11:15 a.m. On days Moberly does not have class, students are required to stay at school until the end of the first lunch shift for Vo-Tech students (11:17am).
5. Students are not to leave the building during their lunch time for any reason. This includes the parking lot.
6. Students must ride the bus from Salisbury R-IV and return on bus to Salisbury R-IV.
7. Driving cars will only be permitted when a signed note from vocational school and parent is turned into building principal **prior** to departure of given day. (No students will be able to ride along with any student who has permission to drive.) Violation will result in Saturday detention and loss of personal vehicle driving privileges.
8. Bus conduct rules are a very important part of attending Moberly Vocational School. If a discipline problem occurs, the following rules will follow.

First Offense	Principal/Student conference, ASD, Bus suspension 1-5 days. Suspension from Vo-Tech 1-180 days.
Subsequent Offense	Bus suspension 1-5 days. Suspension from Vo-Tech 1-180 days.

Other Guidelines:

1. All discipline problems at Moberly will be honored at Salisbury.
2. On Salisbury early dismissal days or Moberly early release days, vocational students will not be attending Moberly vocational classes.
3. **Please remember, attending Moberly Vocational School is a privilege, not a right.** Failure to attend

will result in 1-5 days ISS. A doctor's excuse, death in the family, or prior permission from the principal is the only acceptable excuses from attending vocational school.

4. Homecoming float day and junior prom workday – all vocational students will work in the morning only and then attend vocational classes in the afternoon.

5. Failure to pass classes could make you ineligible to attend Moberly Vocational School.

SEARCHES

1. Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.

2. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.

3. The district may use dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.

4. Additional searches of bags, purses, coats, electronic devices and other personal possessions and cars in accordance with law.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

SKATEBOARDS, SCOOTERS, AND ROLLER BLADES

Skateboards, scooters, and roller blades are not permitted at school. If you bring these items to school, they will be taken away and kept until the end of the day.



FEDERAL PROGRAMS

NOTICE ON HOW TO FILE A COMPLAINT REGARDING DISTRICT'S FEDERAL PROGRAMS

The Salisbury R-IV School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

FEDERAL PROGRAMS

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

NOTICE

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

PROCESS FOR RESOLVING A CONCERN OR COMPLAINT

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.

2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

DOCUMENTATION AND RELEASE OF INFORMATION

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

STATEWIDE ASSESSMENTS

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

DISTRICT ASSESSMENT PLAN

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:

- a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b. Help the professional staff formulate and recommend instructional policy.
 - c. Help the Board of Education adopt instructional policies.
 4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
 5. *Accreditation* – To ensure the district maintains accreditation.
- There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

READING ASSESSMENT

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law. The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

ENGLISH PROFICIENCY ASSESSMENTS

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

STATEWIDE ASSESSMENTS

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination. The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student less than 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

NATIONAL ASSESSMENT OF EDUCATION PROGRESS

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



Local Liaison

State Coordinator

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:
1-800-308-2145 * homeless@serve.org * www.serve.org/nche



PARENT FAMILY INVOLVEMENT POLICY

Parents/families of all economic, racial/ethnic, cultural, and educational backgrounds can, and do, have positive effects on their children's learning. The State Board of Education recognizes the importance of assisting school districts in eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents/families and community. The State Board of Education supports the development, implementation, and regular evaluation of a parent/family involvement plan and expects all school districts to include in this plan the following six (6) elements and goals:

- 1) Promote regular, two-way, meaningful communication between home and school
Examples: personal visits beyond parent/teacher conferences, electronic/telephone contact
- 2) Promote and support responsible parenting
Examples: parent support groups
- 3) Recognize the fact that parents/families play an integral role in assisting their children to learn
Examples: post-secondary planning activities
- 4) Promote a safe and open atmosphere for parents/families to visit the school that their children attend and actively solicit parent/family support and assistance for school programs
Examples: training of volunteers and staff, family activities at school, identifying parent volunteer opportunities in and out of school
- 5) Include parents as full partners in decisions affecting their children and families
Examples: shared parent/teacher expertise on individual students, student academic planning, advisory councils (e.g., technology, nutrition/wellness)
- 6) Use available community resources to strengthen and promote school programs, family practices, and the achievement of students
Examples: utilize the knowledge and skills of senior citizens, retired teachers, and veterans; encourage education-friendly practices in local businesses; parent information centers; identify links to current, quality resources.

FAMILY INVOLVEMENT

School District will strive to engage families as partners in their children's education by supporting parental efforts to motivate and help their children with maintaining and improving their health, preventing disease and avoiding health-related risk behaviors. Strategies the district may implement to achieve family involvement may include, but are not limited to:

- Providing nutrition information to parents/guardians in the forms of newsletters, handouts, presentations or other appropriate means
- Posting nutrition tips on the district website
- Design curricular nutrition education activities and promotions to involve parents/guardians and the community
- Supporting efforts of parents/guardians to provide their children with opportunities to be physically active outside of school
- Sharing information about physical activity and physical education via the district's website, newsletter, other take-home materials, special events or physical education homework
- Working with families to provide consistent sun safety information that includes an overview of the district's sun safety program, an explanation of how parents/guardians can reinforce the program at home and how they can become involved with and support the district's program.

ANNUAL NOTIFICATION OF RIGHTS TO PARENTS/GUARDIANS AND STUDENTS

The following rights are afforded to parents and eligible students by the Salisbury School District.

1. To inspect and review the student's education records.
2. To request the amendment of the student's education records to ensure that they are not inaccurate.
3. To consent to disclosure of personally identifiable information contained in the student's education records, except when disclosure is authorized without consent.
4. To file with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Family Educational Rights and Privacy Act.
5. To obtain a copy of the policy the district has adopted regarding how the district meets the requirements of the Family Education Right and Privacy Act. This policy is maintained in the Superintendent of Schools office.

The district will release "Directory Information" to the various communication media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student; the student's name, parent's name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If a parent, guardian does not want information of this type released, written notification may be sent to the principal of the school where the student attends.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record you want changed, and specify why it should be changed. 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 as its agent to provide a service instead of using its own employees or officials (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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *Salisbury R-4 School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

* *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

* *Receive notice and an opportunity to opt a student out of -*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

* *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 y/o or an emancipated minor under State law.

The Salisbury School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The **Salisbury R-4 School District** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The **Salisbury R-4 School District** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The **Salisbury R-4 School District** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement.

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

The Salisbury R-4 School District PPRA Policy

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the **Salisbury R-4 School District** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screening.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the **Salisbury R-4 School District** will provide parents, within a reasonable period of time prior to the administration of the surveys and activities notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

Consent [for ED funded, protected information surveys only]: A parent must sign and return the attached consent form so that your child may participate in this survey.

1. Flu shots
2. Student-based commercial services
3. Correction of personal information beyond designated directory information

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written signed complaint must be filed and the resolution pursued in accordance with local district policy: please submit all complaints to the Superintendent of Schools, Salisbury R-4 School District, 1000 S. Maple St., Salisbury, MO 65281. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact the local district or Department personnel.

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS

The Salisbury R-IV School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an

important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community.

Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
 - ▶ Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - ▶ Providing access to educational resources for parents/families to use together with their children.
 - ▶ Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

Title I Program Parent Involvement

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.

5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

6. Involve parents in the activities of the schools served. Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.

2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.

3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Migrant Education Program Parent Involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Education Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

Limited English Proficiency Program Parent Involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

Policy Evaluation

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

PARENTS RIGHT TO KNOW LETTER

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent –
- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PUBLIC INFORMATION PROGRAM

The district will abide by the Missouri Sunshine Law when making records available to the public. In particular, the following information will be available to the public at the district's administrative offices:

1. Information on the methods and materials used to teach reading in kindergarten through fourth grade in terms understandable to a layperson.
2. The number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment. The information shall be presented in a way that does not permit personal identification of any student or educational personnel.
3. Information on eligibility for free and reduced-price school meals.
4. All human sexuality curriculum materials. Parents will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program.
5. Information on procedures for filing a harassment or discrimination complaint will be posted in all buildings in addition to being available in the district office.
6. Information regarding schools identified for improvement, corrective action, restructuring or as persistently dangerous under federal law and an explanation of any options that parents have as a result, including public school choice and supplemental educational services.

The following information will be available to the public at the district's administrative offices as well as by the other methods specified:

1. All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.
2. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.
3. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
 - a. Publish one public notice in local newspapers that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
 - b. Air one public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
 - c. Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages three to twenty-one.
 - d. Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
4. The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.



SCHOOL SAFETY

Outdoor Air Quality

The principal of each school will be responsible for frequent monitoring of Air Quality Index (AQI) information provided by local authorities based on the following guidelines:

- When the AQI is “code orange” (unhealthy for sensitive groups of people), students with a history of reactions to ozone exposure will be permitted to reduce their outdoor exertion level or time spent outdoors, and the staff will arrange alternative indoor physical activities. Appropriately trained staff responsible for student supervision will monitor such students for symptoms of respiratory distress.
- When the AQI is “code red” (unhealthy), students with a history of reactions to ozone exposure will remain indoors and participate in indoor physical activities. Appropriately trained staff responsible for student supervision will monitor such students for symptoms of respiratory distress. All other students will be allowed to engage in no more than one hour of heavy exertion (i.e., activities that involve high-intensity exercise such as basketball, soccer and running) while outdoors.
- When the AQI is “code purple” (very unhealthy) or “code maroon” (hazardous), all students will be kept indoors and participating in indoor physical activities. Appropriately trained staff responsible for student supervision will monitor all students for symptoms of respiratory distress.

treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

RESPONSE TO CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL ATTACKS

Since 9/11 of 2001, our country has been developing a response to the potential use of terrorist weapons. Although we hope that a terrorist incident will never reach the Salisbury School District, we are actively involved with planning for such a possibility, in cooperation with other community organizations. These plans are required preparation as called for in the nationwide Homeland Security response program and are designed to protect your children to the greatest possible degree.

Three types of weapons systems, radiological, chemical and biological are of importance in our planning. Should an event occur within a school building, please be assured that health care, police and fire personnel will be responding to work with the faculty, staff and administration of the school. Your understanding and complete cooperation will greatly assist us in protecting your children.

As you may imagine, different incidents require different responses and we are prepared for all types of incidents. Radiological and chemical incidents will require the rapid evacuation of the building and this will be accomplished quickly. If transportation of students is required, school buses will be available for their transfer to another location.

Biological incidents will require a lock-down of the school building involved until health department personnel can determine who, if anyone may leave the building. Should students need to remain in the building, be assured their protection, nourishment and comfort will be provided. In the event that a lock-down must occur, be aware that police and others will secure the building and grounds and health department quarantine will be enforced. If medical personnel determine that your children require emergency treatment, it will be provided. If protective immunizations are required, you will be informed before such treatment is begun and you will have the option of determining if the immunizations are to be given. Health department personnel will be available to inform you of the benefits and dangers involved with immunizations.

SCHOOL BUILDINGS SURVEY

Preparation for Chemical, Radiation or Biological Incidents

Type of Incident	<u>Immediate Response Actions:</u>
Chemical	Evacuate building – open building for aeration
Radiation	Evacuate building – seal building for decontamination
Biological	Contain occupants – seal building

Background:

Unlike all other types of emergencies, a biological incident will require the lock-down of the building and the containment of all occupants (faculty, students, staff, and visitors), until public health personnel can make an assessment of the problem.

Whether a school building is targeted by a biological weapon or simply that one or more people within the building begin to exhibit the signs and symptoms of biological agents, the procedures of containment remain the same for all occupants.

CHALLENGE: Once informed of an event at a school, parents will most likely descend on the school to take their children home. It is vitally important that no one is allowed to leave the building until medical and public health personnel can make a decision who (if anyone) may leave. Law enforcement personnel will enforce the containment process.

(A) Biological incident within a building:

Although unlikely, it is possible that a biological weapon system can be used within a school building, setting off an aerosol cloud of biological agents. Should this occur, the following steps should be taken:

1. Move all occupants exposed to the cloud to an area that is removed from the location of the cloud, which can be secured as a **quarantine** area. Have faculty or staff members develop a complete listing of all those in the quarantine area by – NAME, AGE, SEX, HOME ADDRESS, HOME PHONE AND EXTENT OF CONTACT WITH AEROSOL CLOUD.

2. Shut down re-circulating air systems to contain the aerosol cloud in as small an area as possible.
3. Contain building occupants who were not directly exposed to the cloud in a **containment** area as far as possible from the incident location. **AS ABOVE – BEGIN A COMPLETE LISTING OF STUDENTS.**
4. Maintain strict control of building and occupants until public health personnel can assess the incident and make some determinations as to treatment, quarantine, and decontamination.
5. Public health, police, fire and federal agencies will be responding as the discharge of a weapons system anywhere in the United States is automatically considered a federal crime scene.

(B) Appearance of an individual who exhibits signs and symptoms of a WMD disease.

Rather than an explosion of a biological weapon, it is much more likely that a person may appear who is showing the signs and symptoms of a biological/viral infection.

If this occurs, procedures will follow very similar routes as with a local biological incident, with the additional need for an isolation area.

1. Those who are showing signs and symptoms are to be confined to the isolation area. (This includes the school nurse and other staff in that area.)
2. Those who may have been directly exposed to the patient showing signs and symptoms, should be moved to quarantine area and retained within that area. **BEGIN A COMPLETE LISTING BY NAME, AGE, SEX, HOME ADDRESS AND PHONE.**
3. Those who have not been directly exposed to the ill persons should be moved to a containment area where they will be interviewed by public health personnel, before being allowed (if possible) to leave the building. **AGAIN, BEGIN A COMPLETE LISTING BY NAME, AGE, SEX, HOME ADDRESS AND PHONE.**

STUDENT/TEACHER EMERGENCY PROCEDURES:

The Salisbury R-IV School District has adopted a comprehensive Crisis and Safety Planning Guide with procedures for administration, staff, and students to follow should any of the following emergency situations take place.

EARTHQUAKE EMERGENCY PROCEDURES

In the event that we have an earthquake or tremor, these procedures will be followed:

1. Students will be sent home on buses as soon as possible, provided bus routes are open. If en route to school, buses will return students home as soon as possible.
2. Unless other arrangements are made, students within walking distance will be allowed to leave after teachers take roll.
3. Parents will be allowed to pick-up students after roll has been taken.
4. Written permission would be necessary if a student is to ride home with someone else.
5. If the quake occurs while school is not in session, please listen to the radio to find out if school will be held.

NOTE: Do not call the school because phone lines need to be kept open for emergencies. Messages will be broadcast over radio (KWIX, KRES, and KZZT).

TEACHER EMERGENCY PLAN FOR EARTHQUAKE DISASTER

(NO SIGNAL WILL BE SOUNDED)

1. Teachers will instruct students to get away from windows and bookshelves, get under desks and cover heads—if possible. (Drop and hold position until the trembling stops).
2. After the trembling stops, administer first aid where necessary, if able. Take students and grade book outside. (Use good judgment getting outside and always watch for debris and downed power lines).
3. Designated teachers will check the restrooms to make sure no one is stranded in them.
4. Once you have your class outside take roll. A designated person will collect roll from each teacher. Stay with your class until all students are sent home or picked up by parents. (Teachers will document how each student leaves).
5. Buses will be loaded to run normal bus routes depending upon the severity of the earthquake. Students within walking distance will be allowed to walk home.
6. Parents may pick up their own children. If a note is provided by the parent, students may leave with

another adult.

SCHOOL BUS SAFETY PROCEDURES FOR AN EARTHQUAKE

The following procedures are to be initiated by the bus driver during an earthquake while driving a school bus:

1. If shaking begins, pull to the side of the road or into a private drive, away from buildings, overpasses, electrical power lines, and other hazards; stop the bus.
2. Tell students, "Earthquake, drop and roll." Students are to assume drop position under the bus seat or in the aisle. (Stay away from the windows.)
3. Set brake!!
4. Turn off the ignition and assume drop and hold position.
5. When the shaking stops, take roll and render first aid, if possible.
6. If on the way to school, return students home where possible.
7. If on the way to deliver students home, check the conditions of roads. If conditions permit, continue en route to home.
8. If conditions do not permit the bus to continue on route, send message (radio) to the superintendent or bus barn and wait for assistance.

INTRUDER IN THE BUILDING

If you see a stranger in the building, please report to the office with descriptive information and location. Procedures are in place and the faculty and administration know how to handle this type of situation. Please follow the directions given to you by your teacher.

BOMB THREAT

If you have information about a bomb threat report to the office immediately and inform the principal. Procedures are in place to handle this type of situation.

FIRE

Procedures are in place for the safe evacuation of all students if we would have a fire while school is in session. Follow the directions given to you by your teacher. There is a Fire Evacuation map located next to every door in the building. Please follow the directions given to you by your teacher.

TORNADO

Procedures are in place for your safety in case of a tornado. Follow the directions given to you by your teacher. There is a Tornado Safe-Room Route map located next to every door in the building. Please follow the directions given to you by your teacher and make your way into the district's tornado safe room (dome).

BUILDING SECURITY

Student safety is a top priority. We have made every effort to secure all entrances that are not essential for the daily operations of the school. If at any time you see suspicious activity in or around the building, please report this information to the office immediately. Security cameras are in place to help protect our students and our buildings.

HOMELAND SECURITY

Homeland security is a part of our world today. The Salisbury School District has adopted a homeland security plan as part of our crisis manual. Provisions are in place for biological, chemical, and radiation terrorist attacks.

ASSAULT

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person.

SEXUAL ASSAULT

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, humiliation, violence and loss of control. Victims may experience a full range of emotional reactions. It is extremely beneficial for the

victim to seek support regarding the assault when one of the following have occurred. A rape or sexual assault occurs on campus. A member of the victim's family or friend requests intervention. Rumors of an alleged incident are widespread and damaging.

ARMED ASSAULT

If a person displays a weapon, begins shooting or shots are heard: Find a safe room immediately and notify administration or a teacher. Lockdown with Intruder procedures will be initiated. Try to provide location of the shooting, if known.

HOSTAGE

If you witness a hostage situation: Do not put yourself in harm's way. Notify building administration immediately. All students need to stay in their classrooms until further notice. Procedures are in place to handle this type of situation. Then wait for further instructions.

MEDICAL EMERGENCY

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid. Remember aid rendered is covered by the Good Samaritan Law.

SUICIDE

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety. The full school Suicide Prevention Policy can found on the school website.

COMMUNICABLE DISEASES

The Salisbury R-IV School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Immunization: In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions: The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk: Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff. Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations: There are certain specific types of conditions, such as frequent bleeding episodes or uncovered, oozing, skin lesions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

1. Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

2. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality: The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control: Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification: Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

ASBESTOS CONTROL

The Salisbury R-IV School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions. Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.



TECHNOLOGY

INTERNET / TECHNOLOGY

No student will be given access to the district's technology resources until the district receives a User Agreement signed by the student. Students who do not have a User Agreement on file with the district may be granted permission to use district technology by the superintendent or designee.

Privacy: A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor student technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violations of Technology Usage Policies and Procedures: Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Students may be disciplined, suspended, or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages: All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.

7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, view or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitation of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.

Technology Security and Unauthorized Access: All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail to more than one (1) address per message, per day, unless the communication is necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

Waiver: Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

No Endorsement: The district is not responsible for loss of data, delays, non-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

Failure to use district provided technology appropriately will result in loss of computer/internet privileges for 1-180 days, 1-5 days in school suspension, 1-180 days out-of-school suspension.

CHROMEBOOKS

We are pleased to offer students access to the district computer network for Internet services using Chromebooks. If students wish to save something they need to save it on their personal drive or their School Google Drive when they are logged in. Each student in grades 7-12 will be issued a Chromebook at the beginning of the school year after they purchase insurance. Students are reminded that the internet agreement is in effect wherever a student is while using a school-owned computer, Chromebook, or tablet. This includes, but is not limited to, while the student is at home. Chromebooks are a privilege and not a right and the district reserves the right to remove Chromebook access of students.

STUDENT/PARENT TECHNOLOGY HANDBOOK

Please see the Student/Parent Technology Handbook found in the Quick links section of the school website.



WELLNESS PROGRAM

STAFF DEVELOPMENT AND TRAINING

All staff will be provided with ongoing training and professional development related to all areas of student wellness. The pre-service and ongoing in-service training will include strategies for behavior change and will focus on giving teachers the skills they need to use non-lecture, active learning methods. Staff responsible for nutrition education will be adequately prepared and regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Staff responsible for implementing the physical education program will be properly certified and will regularly participate in area-specific professional development activities. The district will provide continuing professional development for the nutrition professional. Staff development programs will include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers, according to their levels of responsibility.

STAFF WELLNESS

The Salisbury School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The Salisbury School District in cooperation with the Chariton County Health Center will offer wellness screenings, information, and assistance in maintaining good health and nutrition.

SUN SAFETY

“Sun Safety” describes a range of behaviors that include wearing appropriate clothing, applying sunscreen and limiting sun exposure. The sun safety program will focus on outdoor behavior and will be developmentally appropriate, active, engaging and taught in lessons that emphasize the positive benefits of sun safety. Sun safety education will be designed to assist students with:

1. Knowledge about the harmful effects of the sun and ways to protect skin
2. Sun-safe skills, including the correct use of protective clothing, hats, sunglasses, sunscreen and lip balm as well as seeking shade and limiting sun exposure when possible and practical during the hours of peak sun intensity.
3. Knowledge about how to assess personal sun safety habits, set goals for improvement and achieve these goals.

TOBACCO

Tobacco use prevention education will focus on all grades with particular emphasis on upper elementary and junior high students and reinforcement in all later grades. Instructional activities will be participatory and developmentally appropriate. Tobacco use prevention education programs will be implemented in accordance with Board policy, relevant administrative procedures and law.

Oversight and Evaluation

The wellness program coordinator is responsible for monitoring implementation of the district wellness program by:

1. Assuming responsibility for the assessment of existing policies and procedures
2. Measuring implementation of the district wellness policy and procedure
3. Ensuring that the district meets the goals of the wellness policy and procedure
4. Reporting to the Board on compliance and progress annually.

MONITORING

The food service director and authorized representative will monitor food service areas for compliance with the

district's nutrition guidelines and will report on this matter to the wellness program coordinator. The program coordinator will develop an annual summary report based on input from schools within the district regarding district wide compliance with the district's wellness policies. The report will include a baseline of assessed indicators, impact of the policy change on those indicators, a report of progress, steps for moving to the next priority, work plans for the next year, and recommended policy revisions. The report will be provided to the Board of Education and made available to the public.

COMPLIANCE INDICATORS

During initial development of the district's wellness-related policies and procedures, each school in the district will conduct a baseline assessment of the schools existing nutrition and physical activity programs and practices. The wellness committee will compile these results. In addition to the baseline information provided from each school, the committee will use no fewer than four of the following indicators to measure the impact of the district wellness program:

1. School Health Index
2. Physical fitness reports
3. Physical activity levels of staff
4. Weight status or body mass index (BMI) of students and staff
5. Fruit and vegetable intake of students and staff
6. Number of healthy food items available in vending machines
7. Number of discipline problems
8. Achievement levels of students
9. Student Absenteeism
10. Number of staff who participate in training and development related to student wellness

POLICY REVIEW

The wellness program coordinator will provide revision recommendation to the Board of Education based on the analysis of the compliance indicators as part of the annual report. The Board will revise the wellness policy as it deems necessary. Administrative procedures will be revised accordingly.

TOBACCO-FREE DISTRICT

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns; contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services. Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance to Board policy.

HEALTH SERVICES

The school nurse is available at specified times to assist students with illness or accidents. If you have an accident in the school building or on the school grounds, it is necessary that a report be made immediately to the office of the principal. The nurse will be contacted if she is not in the building at the time of the accident. Only first aid will be given, and if necessary, the student's family will be notified so that further treatment may be given by the student's family physician. The school does not pay for treatment. If you become ill while at school, report to the office. Your home will be notified so that a family member may pick you up and take you home.

MEDICATIONS/PRESCRIPTIONS

All medicine must be taken to the office for storage and the student must turn in a note from a parent or doctor regarding that medication. You may come to the high school office to take your medicine and you are allowed to pick up your medicine after school if you need to take it home with you.

Prescription medicines to be administered to students must be in the original container from the pharmacy with a note to school personnel and directions for that student's medication schedule. Parents may sign a waiver allowing the school nurse to administer district provided over the counter medications as needed such as Tylenol and ibuprofen.

LUNCH/VENDING MACHINES

Students will be given at least 20 minutes for their lunch period. All students must go to the lunchroom during their lunch period and remain in the cafeteria. Students are not allowed to leave the building or go to other classrooms during the lunch period. All food and drinks must be consumed in the cafeteria; this includes lunches brought from home. All students must assume their share of responsibility for keeping the room and tables orderly and clean. All students seated at a particular table are responsible for cleaning the table after a meal. Trays, dishes and milk cartons are to be returned and properly disposed of.

Vending Machines

1. The two vending machines in the cafeteria can be used before school, at lunch time and after school.
2. Students may NOT use the vending machines in the teacher workroom or the janitor's room.

MEAL INFORMATION

Charging meals, breakfast or lunch: Students will be allowed to charge only 10 meals. Meals should be paid in advance and charging should be used as a last resort. After a student has accumulated ten unpaid meal charges and is still unable to pay for meals, he or she may be provided an alternative meal. Meal prices are posted on the district website.

NUTRITION AND PHYSICAL EDUCATION

The Salisbury School District will provide nutrition and physical education aligned with the Show-Me Standards and Missouri's Frameworks for Curriculum Development in Health and Physical Education in all grades.

Other School-Based Activities

The wellness program coordinator, in consultation with the wellness committee, is charged with developing procedures addressing other school-based activities to promote wellness.

Evaluation

The wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. The wellness program coordinator shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and is charged with operational responsibility for ensuring that schools meet the goals of the district wellness policy. An annual report will be given to the board of education.

LOCAL WELLNESS POLICY

The Child Nutrition and WIC Reauthorization Act of 2004, requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district.

Federal Law

The Federal law requires that parents, students, representatives from the school food service, Board members, administrators and members of the public be involved in the development of the policy, which must include the following components:

1. Nutrition guidelines selected by the district that apply to all foods available on each school campus during the school day and that promote student health and reduce childhood overweight and obesity.*
2. Assurances that guidelines for reimbursable school meals will be no less restrictive than those reflected in the regulations and guidance issued pursuant to the National School Lunch Act.
3. Goals for nutrition education designed to promote student wellness in a manner the district determines is appropriate.
4. Goals for physical activity designed to promote student wellness in a manner the district determines

is appropriate.

5. Goals for other school-based activities designed to promote student wellness in a manner the district determines is appropriate.
6. A plan for measuring implementation of the local wellness policy.
7. Designation of one person who is responsible for policy implementation.

*Childhood overweight is the term preferred by the Centers for Disease Control and the Missouri Department of Health and Senior Services, although the statutes refer to “childhood obesity.”

State Law

House Bill 568 requires that the content of wellness programs address state and national standards established by the No Child Left Behind Act, Healthy People 2010 Leading Health Indicators compiled by the National Center for Health Statistics, and the Produce for Better Health Foundation’s “5 a Day the Color Way” program. The bill also identifies the following general program components:

Tobacco use prevention education.

There will be promotion of balanced dietary patterns and physical activity to prevent becoming overweight or obese.

Discussion of the serious and chronic medical conditions associated with being overweight.

Finally, the bill calls for professional development and assessment of the model wellness program after the 2005-2006 school year.

DISTRICT WELLNESS PROGRAM

The board recognizes the relationship between student well-being and student achievement as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The Salisbury School District has established a wellness committee. (Revised 2014)

Nutrition Guidelines

It is the policy of the Salisbury School District that all foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition guidelines. The Salisbury School District has created procedures that address all foods available to students throughout the school day in the following areas:

1. National School Lunch Program and School Breakfast Program meals
2. Vending Machines
3. Classroom parties, celebrations, fundraisers, rewards and school events
4. Snacks served in after-school programs

The primary goals of the Salisbury School District wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program. The Salisbury School District designates the following nutrition guidelines, based on the Missouri Eat Smart Nutrition Guidelines, for foods and beverages served during the school day:

SCHOOL MEALS

BREAKFAST

At least 50% of cereals offered contain: no more than 35% of weight from sugar per serving.

Foods containing whole grains are offered at least 1 day a week.

Fresh, canned, dried or frozen fruits and vegetables are offered at least 3 days a week.

At least one of the following will be offered daily: Low fat (1%, 1/2%) or skim (non-fat) milk.

LUNCH

A main dish with total fat equal to or less than 16 grams per serving is offered at least 3 times a week.

Dark green or orange vegetables or fruits are offered at least 1 time a week.

Fresh fruits or raw vegetables are offered 1 to 3 times a week.

A food item containing whole grains is offered at least 1 time a week.

At least one of the following will be offered daily: Low fat (1%, 1/2%) or skim (non-fat) milk.

VENDING MACHINES

All vending machines are off limits to all students before school and during the school day. The only exception to this is that the juice machine in the cafeteria is available during breakfast and all lunch shifts.

The vending machines in the training room will be available after 3:30 pm to students who cannot go home directly after school. Students may not use vending machines in the teacher workroom or the janitor's room.

MEAL TIMES

Students are not permitted to leave school campus during the school day to purchase food or beverages. Meal times will comply with the following guidelines:

- Meal times will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch
- Activities such as tutoring or meetings will not be held during mealtimes
- Drinking water will be available to students during meals
- Students will have access to hand-washing facilities before they eat meals
- Students will be allowed to converse during meals
- The cafeteria will be clean, orderly and inviting
- Adequate seating and supervision will be provided during meal times

CLASSROOM REWARDS, CLASSROOM PARTIES & CELEBRATIONS & FUNDRAISERS

All classroom rewards, classroom parties, celebrations and fundraisers must be in compliance with USDA regulations and cannot be “foods of minimal nutritional value.” Items that cannot be sold or given to students include: soda, energy drinks, popsicles, chewing gum, hard candy, jellies and gums, candy bars, spun candy, candy coated popcorn, fondant (candy corn and soft mints), licorice, marshmallow candies, donuts or suckers of any kind during the school day. The building Principal is the only person who can make exceptions.

Snacks will meet the following standards: not more than 35% of total calories will come from fat except for cheese, nuts, seeds and nut butters; not more than 35% of the weight will come from sugar except for fruit (without added sugar), 100% juice and milk.

Nutrition Education

The Salisbury School District's nutrition education goal is to integrate sequential nutrition education with the comprehensive health education program and, to the extent possible, the core curriculum taught at every grade level in order to provide students with the necessary knowledge and skills to make healthy nutrition decisions. In order to achieve the nutrition education goal, the district will:

1. Provide students at all grade levels with adequate nutritional knowledge including, but not limited to:
 1. The benefits of healthy eating
 2. Essential nutrients
 3. Nutritional deficiencies
 4. Principles of healthy weight management
 5. The use and misuse of dietary supplements
 6. Safe food preparation, handling and storage
2. Provide students with nutrition-related skills that minimally include the ability to:
 1. Plan healthy meals
 2. Understand and use food labels
 3. Apply the principles of the Dietary Guidelines for Americans (DGA) and MyPyramid
 4. Critically evaluate nutrition information, misinformation and commercial food advertising
 5. Assess personal eating habits, nutrition goal-setting and achievement
3. Provide instructional activities that stress the appealing aspect of healthy eating and are hands-on, behavior based, culturally relevant, developmentally appropriate and enjoyable. Examples of activities include, but are not limited to: food preparation, contests, promotions, taste tests, farm visits and school gardens.
4. Encourage district staff to cooperate with local agencies and community groups to provide students

with opportunities for volunteer work related to nutrition, such as in food banks.

5. Ensure that school counselors and school health services staff consistently promote healthy eating to students and other staff and that these professionals are prepared to recognize conditions such as unhealthy weight, eating disorders and other nutrition-related health problems among students and staff as well as assure access to healthcare.
6. Coordinate the food service program with nutrition instructions. Food service staff should also work closely with those responsible for other components of the school health program to achieve common goals.

PHYSICAL ACTIVITY

The Salisbury School District's physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student has the opportunity to develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity. In order to achieve the physical activity goal, the Salisbury School District will:

- Develop a sequential program of appropriate physical education for every student. The program will:
 - a. Provide for at least 50 minutes of physical education for students in the elementary grades during the school week; at least 100 minutes during each school week for students in junior high; and at least 1 unit of physical education will be taken by all high school students during their high school years.
 - b. Emphasize knowledge and skills for a lifetime of regular physical activity.
 - c. Devote at least 50 percent of physical education class time to actual physical activity in each week, with as much time as possible spent in moderate to vigorous physical activity.
 - d. Meet the needs of all students, especially those who are not athletically gifted or who have special needs.
 - e. Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in students' interests.
 - f. Prohibit exemptions from physical education courses on the basis of participation in an athletic team, community recreation program, ROTC, marching band or other school or community activity.
 - g. Be closely coordinated with the other components of the overall school health program.
- Provide time in elementary school for supervised recess. All students will have at least 25 minutes of supervised recess per day.
- Prohibit the use of physical activity as a form of discipline or punishment and ensure that physical education and recess will not be withheld as punishment.
- Discourage periods of inactivity that exceed two (2) or more hours. When activities such as mandatory school-wide testing make it necessary for students to remain for long periods of time, staff should give students periodic breaks during which they are encouraged to stand and be moderately active.
- Provide opportunities and encouragement for staff to be physically active by:
 - a. Planning, establishing and implementing activities to promote physical activity among staff and providing opportunities for staff to conveniently engage in regular physical activity.
 - b. Working with recreation agencies and other community organizations to coordinate an enhance opportunities available to staff for physical activity during their out-of-school time