

# SALEM R-80 SCHOOL DISTRICT

## PARENT NOTIFICATIONS

### 2010.11 SCHOOL YEAR

This booklet contains required notifications by the school district to parents. Some of these notifications are contained within student handbooks. Student handbooks are distributed to all students, usually at registration or on the first day of school, and should be read by students and parents.

**A complete set of Board policies are available on-line. [www.msbanet.org](http://www.msbanet.org)**

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**GRADES K-6**

## **ASBESTOS**

All buildings in the district were inspected for the presence of asbestos and an asbestos management plan was developed in October 1987. Three-year reinspections have been performed on a regular basis. The District Asbestos Management Plan is available for public viewing in the office of the superintendent. All buildings were reinspected on February 12, 2010. Modifications and changes in items noted in the original inspection are included in the plan. The district has plans to address areas pipe joints identified as friable since the 2000 reinspection. Those areas are limited to one building, Wm. Lynch. Areas identified as nonfriable, assumed or known, have not become more friable since the 2000 reinspection.

## **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING KI**

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose. The Missouri Sunshine Law may require districts to release information collected for other purposes, such as enrollment, if that information was designated as “Directory Information” and parents and students were properly notified. The district has no control over how this information will be used once released.

In the rare case where the district may collect information from students for the purpose of marketing or selling that information, the district will directly notify the parents at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to a student. All parents and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from student for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, to the extent allowed by laws and Board policy, such as the following: college, postsecondary, or military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials; tests and assessments used by elementary and secondary schools; sale by students of products or services to raise funds for school-related or education-related activities; and student recognition programs.

## **DIRECTORY INFORMATION JO-R**

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

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the “Directory Information” the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s “Directory Information” and to provide notice in writing to the school district that they choose to not have this information or any portion of the “Directory Information” released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any

of those items designated “Directory Information” without the parent’s or eligible student’s prior written consent including in print and electronic publications of the school district.

“Directory Information” is considered a “public record” that must be released by the district to any person who requests it under the Missouri Sunshine Law.

The district is required to release the student’s name, address, and telephone listing to military recruiters and institutions of higher education upon request. Parents or eligible students may request that the district not release this information, and the district will comply with the request.

## **STUDENT DISCIPLINE POLICIES GRADES K-6**

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

### **Reporting to Law Enforcement**

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

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

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.

14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

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

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

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

### **Prohibition against Being on or near School Property during Suspension**

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

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

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

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

## Prohibited Conduct

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

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

First Offense: Withdrawal of privileges, contact parents.

Second Offense: Isolation or ISS, contact parents.

ISS or OSS, contact parents.

**Arson** – Any intentional or unintentional use of matches or firesetting devices.

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

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

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

## Assault

1. 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, ISS/OSS, or expulsion.

Subsequent Offense: In-school suspension, OSS, or expulsion.

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

First Offense: Expulsion recommended.

**Bullying (see Board policy JFCF)** – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical

violence, verbal taunts, name-calling and put-downs, threats, extortion, or theft, damaging property, and exclusion from a peer group.

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

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

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

First Offense: Verbal warning by transportation supervisor.

Subsequent Offense: Contact parents, restriction of bus privileges.

**Classroom/Lunchroom/Playground/Building Misbehavior** – Any behavior that a teacher/ supervisor deems disruptive to the learning process or lunchroom order.

First Offense: Verbal reprimand.

Second Offense: Withdrawal of privileges, contact parents.

Subsequent Offense: Withdrawal of privileges, isolation, contact parents.

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

First Offense: Zero on work, verbal reprimand.

Second Offense: Zero on work, contact parents.

Subsequent Offense: ISS, contact parents.

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

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

suspension.

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

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

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

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

2. 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. A student will be charged with drug/alcohol use if any of the following are detected: being in possession of, having used, attempting to use, being under the influence of any alcoholic beverage or controlled substance. "Under the influence of..." will be determined by the supervisor in charge and is defined by the Board of Education as any physical symptoms such as odor of alcohol on the breath, pupil dilation, or other overt characteristics.

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

Second Offense: 90 days OSS, contact parents.

Subsequent Offense: Expulsion recommended, contact parents.

3. 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: 90 days OSS, contact parents.

Subsequent Offense: Expulsion recommended, contact parents.

**Failure to Meet Conditions of Suspension** – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation titled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

First Offense: Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

First Offense: ISS, contact parents.

Subsequent Offense: OSS, contact parents.

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

First Offense: ISS, contact parents.

Offense:

Second Offense: OSS, contact parents.

Subsequent Offense: Expulsion recommended.

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

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

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

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

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

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

**Sexual Harassment (see Board policy AC)**

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

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

2. Unwelcome physical contact based on gender or of a sexual nature. 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.

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

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

**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, in-school suspension, or 1-180 days out-of-school suspension.

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

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

First Offense: Verbal reprimand, withdrawal of privileges.

Second Offense: Isolation, contact parents.

Subsequent Offense: ISS, contact parents.

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

1. Directed Toward School Mates

First Offense: Verbal reprimand.

Second Offense: Withdrawal of privileges, contact parents.

Subsequent Offense: ISS/OSS, contact parents.

2. Directed Toward Staff Members

First Offense: ISS, contact parents.

Second Offense: OSS, contact parents.

Subsequent Offense: OSS, contact parents.

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

First Offense: Confiscation of tobacco product. Contact parents.

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

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

**Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Missing school without prior parental permission or leaving school without signing out, being anyplace that a student does not have permission to be, or not being in assigned room or area; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Verbal reprimand, contact parents.

Second Offense: ISS, contact parents.

Subsequent Offense: ISS, contact parents.

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

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

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

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

First Restitution. Contact parents.  
Offense:

Second Restitution. ISS, contact parents.  
Offense:

Subsequent Restitution. OSS, contact parents.  
Offense:

### **Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First ISS/OSS, contact parents.  
Offense:

Second OSS, contact parents.  
Offense:

Subsequent OSS.  
Offense:

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

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

Subsequent Expulsion.  
Offense:

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

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

## **DISTRICT ACCOUNTABILITY REPORT CARD**

The report card is available on the DESE website, ([www.dese.mo.gov](http://www.dese.mo.gov)) or upon request in the Administrative office.

### **EMERGENCY PLANS/SAFETY DRILLS            EBC**

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans. Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, or civil emergency) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. The decision for calling and executing drills will be the responsibility of the superintendent and/or the building principal. The district shall maintain close cooperation with other community agencies (fire department, law enforcement officials, emergency medical services and local emergency planning committees.

Students and staff members may be retained at the school buildings during actual emergency conditions for safety reasons. Parents/Guardians are urged not to come to the school premises to pick up their children. The district plan will include information communicating with parents and instructions on how parents will locate their students in an emergency. Buses will not be made available for transportation until authorized by the superintendent or designee. During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

#### **Disaster Plans**

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. Parents/Guardians are urged not to come to the school premises to pick up their children. The district plan will include information communicating with parents and instructions on how parents will locate their students in an emergency. Buses will not be made available for transportation until authorized by the superintendent or designee. During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

#### **Fire Safety Procedures**

It shall be the responsibility of the building principal, in cooperation with appropriate fire department officials, to prepare a fire drill emergency exit plan for the school building. The plan should permit pupils to leave the building safely and without delay. An exit plan will be posted near the door in each classroom. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

### **TEACHING ABOUT HUMAN SEXUALITY            IGAEB**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

- (1) Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;
- (2) Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;
- (3) Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provision of the federal abstinence education law.
- (4) Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;
- (5) Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances of otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure;
- (6) Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and the parent's/guardian right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

## **INTERROGATIONS, INTERVIEWS AND SEARCHES**

**JFG**

### **Searches by School Personnel**

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

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be

carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

### **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

### **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

## **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT AC**

### **General Rule**

The Salem R-80 School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Salem R-80 School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

## **Consequences**

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

## **Definitions**

*Discrimination* – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

### **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent  
Salem R-80 School District  
1409 West Rolla RD  
Salem, MO 65560-9670  
Phone: 573-729-6642; Fax: 573-729-8493

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Salem R-80 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent

Salem R-80 School District  
1409 West Rolla RD  
Salem, MO 65560-9670  
Phone: 573-729-6642; Fax: 573-729-8493

## **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Salem R-80 School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

## **Reporting**

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

## **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

## **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past

incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

### **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

### **Grievance Process**

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer’s decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent’s decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board’s decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district’s attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

### **PROGRAMS FOR HOMELESS STUDENTS IGBCA**

The Salem R-80 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

2. Children and youths who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

### **Enrollment/Placement**

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

### **Services**

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, and gifted students, vocational programs and technical education; preschool programs; school meals programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

### **Transportation**

If the homeless student's school of origin and temporary housing are located in the Salem R-80 School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two (2) different school districts, the districts will equally share the responsibility and costs for transporting the student.

## **Records**

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA).

## **Coordinator**

The Board designates the following individual to act as the district's homeless coordinator:

Assistant Superintendent  
1409 West Rolla RD  
Salem, MO 65560-9670  
Phone (573) 729-6642, Fax (573) 729-8493

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless students are identified by school personnel and by other entities and agencies with which the school coordinates activities.
2. Homeless students enroll and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students receive educational services for which they are eligible, including Head Start, Even Start and preschool programs administered by the district, as well as referrals to health care services, dental services, mental health services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.

7. The parent or guardian of a homeless student and any unaccompanied student is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

## **Resolving Grievances**

*Level I*--A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

*Level II*--Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his/her earliest mutual convenience. Within five (5) business days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

*Level III*--If a resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

*Level IV*--If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P. O. Box 480, Jefferson City, MO 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

## **READING INSTRUCTION            GRADES K-4**

The district currently teaches the following concepts to enhance the reading levels of each child in grades K-4:

- Phonemic Awareness – The ability to hear and manipulate sounds
- Phonics – The ability to sound out words.
- Writing Activities – The ability to use vocabulary properly.

Independent Reading – The ability to read independently.

Strategic Reading – The ability to comprehend and understand what was read.

These concepts are taught and enriched on a daily basis using the following methods:

- Textbook and workbook instruction
- Independent and classroom reading activities
- Independent and classroom writing activities
- Accelerated Reader
- Individual Reading Assessments

## **SCHOOL CANCELLATION/EARLY DISMISSAL**

In the event that school should be cancelled or an unscheduled early dismissal is necessary, local radio stations are notified as well as Springfield television stations. This information will also be posted on the school website at [www.salem.k12.mo.us](http://www.salem.k12.mo.us)

## **SCHOOL LUNCH PROGRAM**

The district distributes a letter or notice and application of its free and reduced price meals program to parents and the public in general. This notice is given to K-6 students on the first day of classes and to 7-12 students at registration. Additional copies are available through the food service managers in each cafeteria.

## **SPECIAL EDUCATION RELATED SERVICES**

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

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one that reside in the district. This information is treated as confidential. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Services Coordinator.

## **STATEWIDE ASSESSMENTS**

### **IL**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth 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). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

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 under 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.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
For further information: [www.ed.gov](http://www.ed.gov)

## **TEACHER QUALIFICATIONS**

Parents may request information regarding the professional qualifications of the student's classroom teacher. This information will include whether the teacher is fully, partially, or provisionally certified by the state; whether the person is teaching in his or her area of certification; whether the child is provided services by a paraprofessional and that person's qualifications; and what degrees, endorsements or certifications are held by the teacher.

The district must timely notify the parent of any child who has been assigned to or taught by a teacher who is not highly qualified for four or more consecutive weeks.

## **TECHNOLOGY USAGE**

The Salem R-80 School District recognizes the educational and professional value of electronics- based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of the district students. The professional enrichment of the Staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of the student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

### **Technology administration**

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed.

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

### **User Identification and Network Security**

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors.

Use of the district's technology resources is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

### **User Agreement and Privacy**

Unless authorized by the superintendent or designee, **all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources.** All users must agree to follow the district's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. A user ID with e-mail access, **if granted**, is provided to users of this district's network and technology resources only on condition that the user consents in his or her *User Agreement* to interception of or access to all communications accessed, sent, received or stored using district technology.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. The filtering/blocking device will apply to all computers with Internet access in the district.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's webpage will provide information about the school district, but will not be used as an open forum. The district's webpage may include the district's address, telephone number and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school and that are designed to impart particular or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

**The Technology Usage (Parent/Guardian Technology Agreement), (Refer to EHB-AF1) must be signed by Parent and Child. The form will be sent home the first week of school and must be returned to the building that the student attends. Access to computers will not be granted unless the form is signed and returned.**

## LOCAL WELLNESS POLICY

On June 30, 2004, Congress passed Section 204 of Public Law 108-265, of the Child Nutrition and WIC Reauthorization Act of 2004. This law requires local education agencies to develop a policy that addresses the growing problem of childhood obesity.

Overweight and obesity have reached epidemic proportions in the United States. The percentage of young people who are overweight has more than doubled since 1970. Type 2 diabetes, once considered an adult disease, has increased dramatically in children, especially those who are overweight. Doctors are finding risk factors for heart disease in more than 60 percent of overweight children ages five to 20.

Regular physical activity and good eating habits enhance learning. A California Department of Education Study released in December 2002 showed that higher fitness levels were associated with higher scores in the Standard Achievement Test, 9th Ed., in three different grade levels of students, especially in math. Movement prepares the brain for optimal learning. When humans exercise and maintain proper nutrition, the brain stays in a good learning state. Physical activity performed on most days of the week reduces the risk of obesity and diabetes, and risk of developing heart disease and cancer, the major causes of illness and death in the United States. Physical activity also reduces feelings of depression and anxiety, and helps build and maintain healthy bones, muscles, and joints.

Along with regular physical activity, good eating habits are also important. Studies show that students from schools without an a la carte food program and with limited vending machines reported intakes that met or came near to meeting United States Department of Agriculture dietary recommendations. Students using a la carte foods and vending machines reported lower fruit and vegetable intakes and a higher percentage of calories from total and saturated fat.

The goal of the Salem R-80 School District Local Wellness Policy is to promote a school environment that supports the development of healthy eating patterns and an active lifestyle. When considering changes in the school environment, it is important to clearly communicate those changes to school staff, parents, students, and community members for the best possible outcome.

Components of the plan include:

### I. NUTRITION EDUCATION

**Goal 1:** Consistent nutrition messages throughout the school, classroom, cafeteria, home, community and media

**Goal 2:** Build awareness and encourage positive role modeling among administrators, teachers, food service staff, coaches, nurses, parents, students, other school staff, and community leaders about the contribution of proper nutrition to the maintenance of lifelong healthy weight.

**Goal 3:** Provide all students, PK-12, with the skills they need to adopt healthy eating behaviors.

**Rationale:** Studies have found that effective nutrition and health education include intervening in the school environment, as well as in the community. Classroom education alone does not give students the skills necessary to make behavior changes related to healthful eating. Students who hear consistent health messages through different channels—at home, in school, and in the community—are more likely to adopt healthy behaviors.

## II. PHYSICAL ACTIVITY

**Goal 1:** Provide age-appropriate instruction in physical education classes to help students develop the knowledge, attitudes, skills, and behaviors needed to adopt, maintain, and enjoy a physically active lifestyle.

**Goal 2:** Provide opportunities during and after school, in cooperation with community programs, to create an environment that is safe and supportive of students' physical activities.

**Rationale:** The primary goal for Salem R-80 School District's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthful lifestyle.

## III. HEALTHY FOODS ON CAMPUS

**Goal 1:** Develop and implement policies ensuring that all foods and beverages available on school campuses, and at school events, as part of the school's food service program, contribute toward healthful eating patterns that are consistent with the Dietary Guidelines for Americans.

**Goal 2:** Develop and implement guidelines for healthful snacks and foods provided in vending machines, concession stands, as fundraising activities, for parties, celebrations and meetings, and other venues within the school's control that are outside the school food service program, and restrict student access to venues that contain foods of minimal nutritional value.

**Rationale:** Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Healthy eating habits in childhood are linked to proper growth and development, optimal learning, and the reduction of chronic disease risk. Choosing a variety of healthful foods across and within food groups provides essential vitamins and minerals, fiber, and other important nutrients. Multiple exposures to new foods increase children's willingness to try new foods and, in turn, increase the variety of foods they like and accept. Schools must also ensure that reimbursable school meals meet the program requirements and nutrition standards set forth by federal and state guidelines.

## IV. PROMOTING STUDENT WELLNESS

**Goal 1:** Create a school environment that provides consistent wellness messages and is conducive to healthy eating and being physically active.

**Goal 2:** Create a community environment that encourages continuity of the school's wellness program through community activities and education.

**Rationale:** Regular physical activity and good eating habits enhance learning. A school environment that promotes physical activity and healthy food choices that extends to the home environment and the community encourages lifelong habits for students.

This manual will be provided in native languages as appropriate.