

Salisbury R-IV Mission Statement

It is, therefore, the mission of the Salisbury R-IV 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.

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.

GENERAL DISTRICT GOALS

1. Provide an educational experience that will prepare all students, regardless of academic standing, for the twenty-first century.
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 R-IV 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.

SALISBURY R-IV SCHOOL BOARD MEMBERS

Gregg Barron, president

Robert Carothers, vice-president

Maryann Rustemeyer, treasurer

Andrea Binder

Greg Green

Janet Jackson

Scott Stefankiewicz

SALISBURY ELEMENTARY FACULTY & STAFF

| <u>NAME</u> | <u>POSITION</u> |
|--------------------|---|
| Renee' Henke | Principal & Special Education Director |
| Sherry McFadden | Kindergarten |
| Alicia Nanneman | Kindergarten |
| Kathy Roling | 1 st Grade |
| Tiffany Meyer | 1 st Grade |
| Patty Harvey | 2 nd Grade |
| Julie Willhite | 2 nd Grade |
| Betty Henke | 3 rd Grade |
| Robin Gebhardt | 4 th Grade |
| Dawn Scheiderer | 4 th Grade |
| Ralinda Wilkey | 5 th Grade |
| Annie Massie | 5 th Grade |
| Don Arnsperger | 6 th Grade |
| Amy Swallow | 6 th Grade & After-School Gifted Program |
| Earlene Yelton | Librarian |
| Rita Harmon | Library Aide- High School & Elementary Bldgs. |
| Diane Cooper | Counselor |
| Amber King | Art |
| Ryan Taylor | Physical Education |
| Liz Arnsperger | Title I Reading |
| Gwen Nanneman | Title I Math |
| Jennifer Biere | Speech & Language Therapist |
| Caron Gebhardt | Special Education |
| Wendy Graskewicz | Special Education |
| Mary Fehling | Special Education |
| Yavette Hernandez | Special Education Aide |
| Heather Hinkle | Special Education Aide |
| Nylah Beach | Music – Vocal & Instrumental |
| Linda Fuka | Parents as Teachers |
| Melita Monnig | Computer |
| Candy Stallo | Cook |
| Sharon Hartmann | Cook |
| Paula Pancoast | Cook |
| Wayne Kelley | Maintenance-High School & Elementary Bldgs. |
| Mike Patterson | Maintenance-High School & Elementary Bldgs. |
| Sam Harlan | Custodian |
| Marcia Fessler | Custodian |
| Mary Vaughan | Lunch Clerk |
| Diane Schieni | Secretary |

NON-DISCRIMINATION POLICY

Salisbury Public Schools do not discriminate on the basis of race, color, national origin, 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, please contact Mr. Todd Willhite, Superintendent, 1000 South Maple, Salisbury, MO 65281. Phone (660) 388-6699.

PARENTAL INVOLVEMENT

Welcome to the team! The education of our children is a joint effort between the parent/guardian, the staff, administration, and local school board of Salisbury R-IV. Salisbury Elementary is committed to offering students a learning environment that stimulates intellectual curiosity and enables students to become productive and effective citizens. Our school is a place where everyone has an equal opportunity to succeed and make a difference. We highly value the contributions and partnerships each person makes as we come together to promote and celebrate the learning of every child. Listed below are some of the ways parents/guardians can support and encourage their child's education.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences have been scheduled in the school calendar for first quarter to notify parents of their child's progress. However, if the need arises to consult the teacher between reporting periods regarding the student's school work or school progress, parents should feel free to request a conference.

VISITORS TO SCHOOL

We ask that students not bring visitors with them to school. Parents are always welcome, but for the safety and protection of all students, visitors who come to the elementary school must sign in at the principal's office.

PTO

PTO is a volunteer parent organization which provides information about school programs to parents and helps provide financial support to the school. There are no dues for this organization. Financial support is acquired through a yearly fundraiser and proceeds are used to support teacher requested programs and equipment. In the past, fundraiser proceeds have allowed students to attend concerts/plays, enjoy educational assemblies, and have provided new computers for each classroom. Bi-annually the PTO also hosts a school-wide carnival and book fair. Meetings are usually held bi-monthly on the third Monday of the month. Please consider becoming a part of this supportive organization.

PTO Volunteers

Parents can also commit to the volunteer program at the elementary. Parent volunteers are used to listen to students read, assist students with educational games, or assist the classroom teacher with prep work such as making copies or cutting out supplies. Parents need to commit to a schedule allowing teachers to best use their time, and are not allowed to work in their child's classroom. Board Policy requires 60 hours of college education to work with students.

CONCERTS

Throughout the year each elementary student will have the opportunity to participate in at least one music concert. All parents/guardians are encouraged to support these concerts through attendance.

CLASSROOM PARTIES

The major classroom parties held celebrate Halloween, Christmas (there will be no gift exchanges in school), Valentine's Day, and Easter. Check with your child's teacher to see how, if any assistance is needed. Students may bring birthday treats that follow the nutrition guide included in this handbook and on our website to share with their classmates. Invitations to personal parties may not be given out at school.

SNACK/TREAT POLICY

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

All classroom rewards, classroom parties, and celebrations must be in compliance with USDA regulations and cannot be "foods of minimal nutritional value."

Items that **cannot** be sold, given to, or brought by 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, suckers of any kind.

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 sugar added), 100% juice and milk. All snacks and treats are to be purchased commercially, either prepackaged or from a bakery. Do not open packages. These snacks include special treats for birthdays, holidays or any other time of the year for all grade levels and classrooms.

ITEMS TO BE LEFT AT HOME

1. All pets - animals on the playground or in the building are a potential danger and must not come onto school grounds without special permission from the principal.
2. No cell phones, pagers, or any other type of communication equipment. If cell phones must be brought to school, they are required to be kept turned off and in the student's backpack.
3. No knives and other sharp objects, guns (including toy guns), bullets, baseballs, etc. All these are hazardous to boys and girls.
4. No matches and lighters.
5. No money in large amounts. Send only what a child needs for the day.
6. No valuables of any kind.
7. Any items brought to school by students are subject to be taken by teachers/staff if a problem arises with these items. Anything brought to school is done so at the risk of being broken or missing. The school district is NOT responsible for such items.

TELEPHONE INFORMATION

The telephone number for Salisbury Elementary is 388-6611.

Teachers will not be asked to leave their classes to answer telephone calls. Telephone messages will be given to the teacher by the secretary.

Please do not call your child at school unless it is an emergency. We do not call students from their classes to answer telephone calls. All instructions should be given to your child before leaving for school if possible; however, a message will be delivered to your child in case of a real necessity.

Students are allowed use of the phones in the office for emergencies only. Students who decide to spend the evening with a friend will need to make such plans outside of school. Phones are not to be used for this purpose.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

WITHDRAWALS

Parents of children who are leaving the school district should notify the school office a few days in advance, if possible. All fees and charges must be paid and all library books and texts must be returned before the records are transferred to another school. The school will complete a transfer form with academic information provided by the teacher.

PROMOTION AND RETENTION OF STUDENTS

A student's achievement of the skills for the grade to which he/she is assigned and his readiness for work at the next grade level will be required before he is assigned to the higher grade. Those students who have mastered the appropriate skills will be promoted and those who have not will be retained. The classroom teacher recommends the promotion or retention of students. The principal will render final decisions regarding promotion or retention of students.

ATTENDANCE

SCHOOL HOURS 8:30 a.m. – 3:12 p.m.

Students should not arrive at school before 8:00 a.m. All students arriving before 8:20 will go directly to the multipurpose room and will be dismissed at 8:20 to their rooms. All students should be in classrooms by 8:30 a.m..

TARDIES

All students arriving after 8:30 a.m. are to check in at the office before continuing to class. Since school is a child's place of business, we strongly encourage the habit of punctuality and regular attendance. Habitual tardiness will be considered cause for disciplinary action by the school and may include a report to juvenile authorities.

DAILY ARRIVAL/DISMISSAL PROCEDURES

1. Proceed directly to school in the morning or directly home after dismissal. A crossing guard will be on duty from 8:00 – 8:15 a.m. and 3:12 p.m. each school day.
2. At dismissal time students being picked up by parents (parking is designated for this purpose--angle parking to the east of the building) and walkers whose destination is east of Route 129 will exit through the east doors. Students will be released to their cars after the first set of buses have passed the parked cars. Parents parked across the street from school must come and walk their children across to their cars.
3. Walkers whose destination is west of Route 129 will be dismissed through the northwest door by the office. Wait for the teacher who has "walker" duty before exiting the building.
4. Bus riders will be dismissed from their classrooms by their teachers.

DISMISSAL OF STUDENTS

If it is necessary for a student to be released from school before the end of the school day, permission must be obtained from the Principal's office. The parent or designated person must come to the office and sign the child out of school in order for the child to be released. The school reserves the right to refuse to dismiss a student to any person who cannot provide adequate identification.

CHANGES IN PROCEDURE

If a student is to ride a different bus, go to a different address, or have someone different pick him/her up at school, please send a note to school to inform us of the change. If the student is to ride a different bus he/she will need written permission from their parents or guardian to present to the bus driver.

ABSENCES

We cannot stress enough the importance of each student being in school every day and on time if success is to be achieved. Each day's absence makes it more difficult when the student returns. **Students arriving late or leaving early are to sign in and out at the Elementary Office.**

When a student returns after being absent, the student must bring a note of explanation for absence when he/she returns to school. Parents are encouraged to send documentation from a doctor or dentist when their child misses school. These will be kept in the student's file for future reference.

We are directed by the Juvenile Office of Chariton County to send a 20 day attendance report to their office. Their orders from the county judge are to check on students who have missed 5 or more days during the school year. If you are contacted by the Juvenile Officer regarding your child's absences or tardiness, it is because of **their** judge-ordered policy.

MAKE-UP WORK

- Parents requesting make-up assignments to be sent home the same day their child is ill should make this request as early on the day of absence as possible.
- If another student is to take make-up assignments home to a student, they should tell the teacher early that morning and pick it up when the teacher designates.
- Obtaining make-up assignments is the responsibility of the student. Students will have 2 days after each day missed to turn in their make-up assignments.
- If a student is given an in-school suspension, that student will be provided their homework and given credit for completion of that homework for that day or days. If a student is given an out-of-school suspension, the student will receive zero credit for that day or days.

ATTENDANCE AWARDS

Perfect attendance certificates will be given at the end of the year to those students who are present all day of every day of school. *Excellent Attendance certificates* will be given at the end of the year to those students who are absent for a total of three hours or less of school.

CHARACTER EDUCATION

The Salisbury School District works at providing a comprehensive violence prevention program within the Missouri Violence Prevention Curriculum Framework as follows:

CHARACTER EDUCATION

The Salisbury Elementary Character Traits are:

- **Respect**—Respond sensitively to the ideas and needs of others without dismissing or degrading them. Celebrate differences among people. Accept both praise and constructive suggestions from others. Affirm individual freedom while honoring the rights of the group.
- **Responsibility**—Willingly fulfill the tasks accepted or assigned with a sense of duty. Work conscientiously. Feel comfortable asking for help. Agree to be held accountable for your behavior.
- **Honesty**—Share ideas openly, in a climate of trust, with confidence that what is written and spoken is truthful.
- **Self-discipline**—Exercise habits of good living in relationships with others and in use of time. Agree to live within limits, ones mutually agreed upon and those established personally.

We will model these traits as adults in everything we do. We will integrate these traits at every opportunity in all instruction.

PROBLEM SOLVING

The Salisbury Elementary Problem Solving Process is **IDEAL**:

- I—Identify the problem.
- D—Develop options.
- E—Evaluate the potential consequences of each option.
- A—Act on the best option utilizing a comprehensive implementation plan.
- L—Learn from the experience.

We will model the use of this problem solving process in everything we do. We will integrate this process at every opportunity in all instruction. We will expect that our students use this process to resolve their own problems and will coach them in the process.

CONFLICT RESOLUTION

We consider conflict to be a positive opportunity for growth and change. Whenever possible we take a collaborative approach to resolving conflict utilizing the IDEAL problem solving model. Students will be given the opportunity to resolve their conflicts through negotiation or with the support of peer mediators.

DISCIPLINE

Every student has the right to a safe and effective learning environment that promotes respect between individuals. This is accomplished through appropriate and logical consequences for individual behaviors.

ASSERTIVE DISCIPLINE

Salisbury R-IV Elementary's discipline policy falls under the Assertive Discipline theory. Assertive discipline is a structured, systematic approach designed to assist educators in running an organized, teacher-in-charge classroom environment. The following are characteristics of such a classroom:

- Rewards and punishments are effective.
- Teachers and students have rights in the classroom.
- While giving rewards and punishments, teachers must work toward creating an optimal learning environment.
- Teachers must apply rules and enforce consequences consistently without bias or discrimination.
- Teachers should use a discipline hierarchy with appropriate consequences for the grade level.
- Rather than using a nonassertive or hostile response style, teachers should be assertive.

DISCIPLINE POLICY FOR SALISBURY ELEMENTARY SCHOOL

This discipline policy is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools and school activities. Students are expected to conduct themselves as ladies and gentlemen at all times. Students should remember that teachers not only have the right to correct your actions, but the duty to do so. This applies to the regular school day and all school activities (i.e. basketball games, plays, field trips), whether in Salisbury or on the road.

Each teacher will establish at the beginning of the school year positive limits in the classroom and consequences and rewards for students' behavior. Parents will be notified of expected student behavior and consequences for inappropriate behavior. We ask that parents support the school in regard to student discipline so we can provide a safe and productive educational environment for all students.

No policy can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this discipline policy as determined by the Principal, Superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the Superintendent or designee to be unfair or not in the interest of the district, the Superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

The state board of education may modify or waive rules as defined by state regulations.

Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

Salisbury R-IV board policy meets the requirements of the Missouri Safe Schools Act, which was passed in 1996. Specifics on notification, reporting requirements and proof of residency are available from the Superintendent's office. Please feel free to contact them with your questions at any time.

DISCIPLINE PROCEDURES

The goal of this policy was developed within a two-fold procedure. The first is to help each child develop self-regulated behavior and the second is to ensure the right of each child to a safe and orderly learning environment. The Salisbury

Elementary rules, developed by parents/guardians, students, and teachers, provide the basis for expected behavior. The rules are as follows:

- Keep hands, feet and body to yourself
- Be fair, kind, and respectful to others using acceptable language
- Practice safety
- Respect your own property and the property of others
- Stay on task and complete your work
- Follow directions the first time they are given
- Leave nuisance items at home - (toys, games, knives, electronic devices, gum, soda, candy, trading cards, etc.)

The behaviors of students in the HALLWAYS, LUNCHROOM, and in ASSEMBLIES are an area of continued emphasis and focus. Discuss appropriate behavior with students periodically. During assemblies each teacher will set with his/her class.

To implement the discipline policy, the staff combines positive reinforcements (*determined by individual circumstances*) and natural consequences. The consequences are outlined and explained to students in a consistent, predictable sequence of steps. Parents/Guardians are encouraged to work closely with the staff in helping each child with any behavioral problems that may arise. The following steps will be used in handling student discipline. Each step may be repeated at the discretion of the staff as it relates to the behavior. The teacher will select from a range of consequences, that which is deemed most appropriate.

It is imperative that our discipline emphasizes the development of student responsibility. The atmosphere created must be firm, fair and consistent. Students must feel valued as an important member of the class. A positive school climate is one of the key factors in effective school research. We must all work together to establish within our school a community that promotes a positive, safe and orderly environment in which students may learn both educational and social values. All teachers and staff have responsibility for student behavior throughout the building and grounds. Records must be maintained on serious situations that have been reported and/or referred to the principal.

The primary objective of our discipline policy will be to teach the student to:

- Develop self-control
- Acknowledge RESPECT for self and others
- Increase the ability to exercise freedom wisely
- Develop positive attitudes in developing relationships
- Be a part of a community of learners where pride in self, classroom & school are developed.

STEP1

The teacher has the following suggested options when addressing inappropriate behaviors, but are not all inclusive:

- Reminder
- Warning
- Private conference with student
- Change seats
- Isolate within classroom
- Timeout in hall
- Telephone parents/guardians
- Send note to parent/guardian
- Detain student after school
- Conference with parent/guardian
- In-School Suspension

SPECIAL NOTE: If a student is engaged in fighting or verbally using profanity toward a teacher, they are to immediately be sent to the office with a written behavior form/note! Teacher will use the intercom system to inform the office the student is on his/her way.

STEP 2

When a student continues inappropriate behavior after several consequences have been attempted by the teacher and a conference has been held between the student, parents/guardians and teacher, the matter should then be referred to the principal with written documentation of strategies and consequences used with the student. The principal will follow board policy JGR on student discipline.

DEFINITIONS OF UNACCEPTABLE BEHAVIOR

ARSON – Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Matches and lighters are not allowed in school.

First Offense: Confiscation.

Second Offense: Two days out-of-school suspension.

ASSAULT – Hitting, striking and/or attempting to cause injury to another person.

- A. Attempting to cause injury to another person: intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offenses: (In-school suspension,) 1-180 days out-of-school or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

- B. Attempting to kill or cause serious physical injury to another.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

BULLYING – 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 cutdowns, threats, extortion or theft, damaging property, and exclusion from a peer group.

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

Subsequent Offenses: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

DISPARAGING OR DEMEANING LANGUAGE – Use of words or actions, verbal, written or symbolic meant to harass or injure another person: i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

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

Subsequent Offenses: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH – Verbal, written, pictorial, or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings.

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's record*.

DRUGS/ALCOHOL (see Board Policies JFCH and JHCD)

- A. Possession of or attendance under the influence of an unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- B. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials and documentation in student's discipline record.

EXTORTION – Threatening or intimidating any student for the purpose of obtaining money or anything of value.

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline records*.

FALSE ALARMS – Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

FIGHTING – Fighting is mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

SEXUAL MISCONDUCT

- A. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

- B. Physical contact that is sexually harassing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

THEFT – Theft, attempted theft or willful possession of stolen property.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student’s discipline record*.
- Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

TOBACCO

- A. Possession or any tobacco product on school grounds, bus or at any activity.
First Offense: Principal/Student conference or in-school suspension.
Subsequent Offenses: In-school suspension or 1-10 days out-of-school suspension.
- B. Use of any tobacco product on school grounds, bus or at any school activity.
First Offense: In-school suspension or 1-3 days out-of-school suspension.
Subsequent Offenses: In-school suspension or 1-10 days out-of-school suspension.

VANDALISM – Willfull damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student’s discipline record*.
- Subsequent Offenses: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record*.

WEAPONS

- A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person: any instrument or device used to inflict physical injury to another person.
First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student’s discipline record*.
Subsequent Offenses: 1- 180 days out-of-school suspension or expulsion, possible notification to law enforcement officials and documentation in student’s discipline record.
- B. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C.930.
First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

*Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board Policy JGF will be documented in the student’s discipline record.

PLAYGROUND RULES

Rules for Playing on the Equipment

1. No Climbing on top of the equipment.
2. No Toys on Equipment.

Rules for Slides

1. Go up steps, down slide, feet first, one at a time.
2. No standing at the end of the slide.

Rules for Swings

1. One person per swing.
2. Swing forward and backward only.
3. No jumping from swings.
4. Leave swings the length they are. Do not flip swings over the bar.

Rules for Balls and Jump Ropes

1. Keep balls and jump ropes away from equipment.
2. Ball and jump rope games on blacktop and grassy areas only.
3. Jump ropes are for jumping games only.

General Rules

1. Respect and observe playground boundaries. The east boundary is railroad ties and trees.
2. Stay where your teacher can see you.
3. Obey all supervisors on the playground.
4. Don't pick up wood chips.
5. Benches are for sitting only.
6. Please leave the trees alone.
7. If a ball goes in the road get permission from the teacher for one person to get the ball.
8. Get equipment needed before you go to the playground and return it to its proper place.

Rules for Playground Supervisors

1. Be observant of and attentive to the students.
2. Position yourself in a central location so all areas of the playground can be observed.
3. Don't send students out without supervision.
4. Do not let students return to the building unless it is an emergency situation.
5. Remember to keep doors locked and closed.

BUS CONDUCT RULES

Students are expected to adhere to 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's or guardian's responsibility to provide the student's transportation to and from school. Suspension of bus privileges does not provide for 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. Deliberate delay of loading or unloading the bus.
4. Deliberate defiance or refusal to cooperate with the bus driver.
5. Obscene and unacceptable language, gestures, remarks, or signs.
6. Throwing items of any kind inside the bus, at the bus, or out of the bus.
7. Smoking or use of any tobacco products on the bus.
8. Destruction of property.
9. Extending hands, arms, or any portion of the body out of the bus.
10. Refusal to stay seated.
11. Violation of any other rule of student conduct which govern student behavior in the student's particular school.
12. Illegal use or possession of a controlled substance.
13. Other conduct prejudicial to the maintenance of good order and safety.

GRADE REPORTING AND HOMEWORK

GRADE REPORTING & PROGRESS REPORTING

Grade cards and progress reports are sent out four times a year to communicate student success. The dates for these reports are on the district calendar. Students will be expected to master grade-level objectives. Parent/Guardian/Teacher conference will be held at the end of the first quarter. It is important for your child's welfare that we work together in his/her educational development, but do not wait for a special conference time if you suspect a problem is developing. Principals and teachers are always willing to visit with parents/guardians concerning their student's school performance.

SALISBURY ELEMENTARY GRADING SCALE

| | | |
|----------|---|----|
| 100 – 95 | = | A |
| 94 – 90 | = | A- |
| 89 – 87 | = | B+ |
| 86 – 83 | = | B |
| 82 – 80 | = | B- |
| 79 – 77 | = | C+ |
| 76 – 73 | = | C |
| 72 – 70 | = | C- |
| 69 – 67 | = | D+ |
| 66 – 63 | = | D |
| 62 – 60 | = | D- |
| 59 – 0 | = | F |

HONOR ROLL (4th – 6th grade only)

Eligibility for the honor roll will be determined by the student's grade average in all core subjects. No average should fall below 80%.

HOMEWORK

Homework is important. It is an extension of the learning taking place in school. Homework can provide practice that reinforces classroom learning and opportunities for independent study, research, and creative thinking. Parents/Guardians can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

SEVERE WEATHER ANNOUNCEMENTS

SCHOOL CLOSING

Severe weather may cause the closing of school. In such instances, the closing will be announced on radio stations KWIX/KRES (104.7 FM), KIRK (99.9FM), KMZU/KAOL/KRLI in Carrollton, and the TV station KOMU-TV (Channel 8, Columbia). 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.

EARLY DISMISSAL

Due to inclement weather, it is sometimes necessary to dismiss school early. Should this occur, announcements will be made on radio stations KWIX/KRES (104.7 FM), KIRK (99.9 FM), KMZU/KAOL/KRLI in Carrollton, and the TV station KOMU-TV (Channel 8, Columbia) to notify parents as quickly as possible of the early dismissal. PLEASE DO NOT CALL THE SCHOOL OR ASK YOUR CHILD TO CALL HOME as we need to keep our phone lines available for emergency purposes.

HEALTH ISSUES

ACCIDENTS OR ILLNESS

In the event of a minor injury or illness the school will administer first aid. In the interest of school-parent relations, the school will contact the parent or guardian if the situation warrants it. If the parent cannot be reached, the school will contact the alternate provided on the emergency card. It is extremely important that this information be kept current by parents.

If a child requires medical attention, the parent or guardian will be notified immediately by the school. The parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health or welfare and if a parent or guardian cannot be reached, a physician will be called to render treatment.

If, in the judgment of the school, an injury or illness is serious enough to require hospitalization, the child will be transported immediately.

No sick or injured child will be transported to his home alone or with another pupil. In all cases a responsible adult will accompany the child.

HEALTH FORMS

Any medical issues or health forms must be given to the school nurse. If you have questions, please call (660) 388-6611.

ADMINISTERING MEDICINES TO STUDENTS

Students will not be permitted to take medication while at school unless by specific written request of the parent or guardian and under the written instructions of the student's physician.

Prescription medicines to be administered to students must be in the original container from the pharmacy with a note to school personnel with directions for that student's medication schedule.

PEDICULOSIS (HEAD LICE) POLICY

State Law Section 167.191 states that it is unlawful for any child to attend any public school while afflicted with any contagious or infectious disease. The state gives the authority to exclude the pupil from school and require a physician to examine the student. By Missouri Department of Health and the Center for Disease Control's definition pediculosis is considered to be a contagious and/or infectious disease.

1. The nurse, nurse's aide, teacher, administrator or principal appointed volunteer may inspect children for lice. If lice or nits are found, a second opinion should be sought unless these lice or nits are found by the school nurse or health care worker.
2. Upon identification of lice or nits, student will be excluded from the classroom, the parent called, and the student excluded from school (and/or bus) until an examination shows no lice or nits. Parent/guardian must return the child to school directly to the principal's office or nurse's station to be checked for lice or nits.
3. Parents will be given verbal and written guidelines regarding adequate treatment procedures for the family and home. Students will be re-examined in seven to 10 days.
4. The entire class of the identified student will be checked for pediculosis as soon as possible.
5. Absences under this section should not exceed two days. This two-day limitation does not limit the school's authority to exclude the student more than two days.
6. A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease. This includes pediculosis.

In cases of previous or repeated parent failure to meet the requirements of this policy or other requirements imposed by the superintendent or superintendent's designee, the superintendent or designee may impose additional verification or other requirements necessary to carry out the purposes of this policy, including verification by health authorities, and will refer parents to social service agencies or law enforcement authorities.

The Missouri Department of Health states that even with a no nit policy, a child should not miss more than one or two days because of treatment for head lice. In the event a student is absent for more than one week because of lice infestations, the County Juvenile Office and Division of Family Services will be notified.

LUNCH AND BREAKFAST PROGRAM

DISTRICT WELLNESS PROGRAM

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 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 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.

In accordance with the district's policy, the lunches are closed lunches, meaning no students will go home or elsewhere for their lunch time.

Student lunches are \$1.75 a day and extra milk is 25 cents per carton. Students in Fourth through Sixth Grades have the opportunity to purchase an extra entrée for \$1.00 on designated days. Preferably students are to bring money on the first day of that week to pay for the full week, with instruction as to which days are hot and which are cold lunch. **A MAXIMUM OF FIVE CHARGES AT ONE TIME IS PERMITTED.** Extra milk and extra entrée items may not be charged. All lunch charges must be paid **at the end of each quarter before a student's report card can be sent home.**

Breakfast will be served in the lunchroom from 8:00 until 8:20 each morning. Extra time for breakfast will be provided for students on late arriving buses. Breakfast will cost \$1.50 per day.

Each student will be issued a meal card at the beginning of the school year. Any/all replacement cards will cost \$5.00 per card, to be paid by the student.

Free and reduced priced lunch applications will be sent home with all students. All kindergarten students must pay for milk provided at snack time, regardless of whether his/her family qualifies for free and reduced lunch and breakfast. If there are questions, call the elementary school office (388-6611).

No soda will be allowed in the lunchroom. We encourage children to drink milk, water, or other beverages of nutritional value.

MISCELLANEOUS

STUDENT DRESS

The school administration and faculty believe that a person's dress affect his behavior as well as others around him. Student dress is expected to be neat, clean, and of good taste so that each student may share in fostering a positive and healthy atmosphere within the school. Students shall therefore adhere to the following guidelines:

1. All students must wear shoes, boots, or other footwear.
2. Clothing or lack of clothing that will cause disruptive or undue attention to an individual shall not be worn. This includes "biker shorts" and "crop" or "halter" tops.
3. Tears above the knees in shorts or pants are not permitted.
4. Students are not allowed to wear clothing advertising or promoting alcohol, drugs, or tobacco products.
5. Clothes displaying profane and/or obscene language or symbols will not be permitted.
6. Additional dress regulations may be imposed upon students participating in extra-curricular activities.
7. Class activities which present a concern for student safety may require the student to adjust his hair and/or clothing during the class period in the interest of maintaining safety standards.
8. Caps, hats, head gear, or sunglasses are not to be worn in the building.

LIBRARY INFORMATION

The elementary library is open for staff and student use from 8:25 a.m. until 3:25 p.m. Students may check out books during their weekly check-out time or when their teachers permit them to come to the library. Kindergarten through Second Grade may check out one book at a time. Third through Sixth Grade may check-out up to two books a day and have up to four books checked out at a time. Report cards will be held at the end of the school year if all books are not turned in by the student.

CARE OF SCHOOL PROPERTY

All textbooks and library books are the property of the Salisbury Public School District. These materials are on loan to children for their use during the school year. Books that are lost or damaged must be paid for by the child who is responsible for their care. Fines for damaged or lost books will be assessed according to the following schedule:

- A new book 100% of cost price
- A 1-year old book 75% of cost price
- A 2-year old book 50% of cost price
- A 3-year old book 25% of cost price

COMPUTER USAGE/INTERNET

We are pleased to offer students of Salisbury R-IV School access to the district computer network for the Internet. To gain access to the internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the building principal. Students 18 and over may sign their own forms. Classroom teachers will send permission forms home the first week of school. These forms will contain more Internet information. The Salisbury R-IV uses a Proxy-Server to restrict access to inappropriate sites.

SCHOOL INSURANCE

There will be an opportunity to purchase accident insurance for your child. An application will be sent home the first day of school. If you want your child to have this insurance, mail the application directly to the company enclosing a check or money order made out to the insurance company. Do not return application to the school.

SPECIAL EDUCATION SERVICES

Each child with a disability who resides within the Salisbury R-IV School District, including those who attend private or parochial schools, are provided a free and appropriate public education. The Salisbury R-IV School District is in compliance with IDEA, Individuals with Disabilities Education Act. In some cases the district may provide services in a program outside of the district. Salisbury R-IV Schools are also required to maintain a census of all individuals with handicaps under the age of twenty-one (21) who reside within the district. The public is asked to assist the district with this census by providing the following information: the child's name and date of birth, the name and address of the child's parent/guardian, the handicapping condition(s) of the child and services presently being provided to the child. Should you know of a child eligible for inclusion on the census, and the child is not attending school (*preschool or post-school age*), please contact: *Mrs. Renee` Henke, Special Education Director (660) 388-6611.*

DISCIPLINE OF STUDENTS WITH DISABILITIES

A student with a disability is a student identified as a "child with a disability" under the eligibility criteria of state regulations implementing the Individuals with Disabilities Education Act (IDEA) as amended, or as a person with a qualifying disability for the purpose of Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

The district does not believe in a double standard for intentional misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities who violate the school district's discipline code will be disciplined in accordance with the district's normal discipline code, subject to the modifications of the normal discipline implementation process mandated by law. It is expressly this district's policy that it will use the full scope of authority available under law in applying its regular disciplinary code to all students. All students, including those with disabilities, may be referred for law enforcement action when their conduct warrants the referral.

TITLE I

Title I programs in math and reading are available for grade levels K-6. Title I programs are federally supported and their purpose in the elementary school is to extend and reinforce the regular school program. Both achievement test scores and teacher recommendation are used to determine which students are eligible for Title instruction. Title Math and Reading reinforces classroom learning in specific areas of need in a small group setting.

GIFTED PROGRAM

The gifted program is a separate class after the regular school day for grades 3-6, where students have the opportunity to work with other gifted students, and receive extra enrichment. Students must meet three of the four evaluation criteria. Questions should be directed to the gifted instructor or guidance counselor.

**INFORMATIONAL GUIDE TO PARENTS
OF SALISBURY R-IV SCHOOL DISTRICT
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 a 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.

TIPS FOR PARENTS OF STUDENTS EXPERIENCING A CRISIS

1. Keep your child informed and updated. Children need to feel involved and as in control as possible.
2. Watch for signs of distress. Loss of appetite, aggression, acting out, being withdrawn, sleeping disordered, and other behavior changes can indicate problems.
3. Send your child to school if possible. The stability and routine of a familiar situation will help your child feel more secure.
4. Remember that everyone reacts to stress and/or grief in different ways. There is no one way to act in a crisis situation.
5. Allow children the opportunity to express feelings. It is important to validate these feelings.
6. A good diet and plenty of exercise are important for children who are under stress, encourage your child to eat well and get plenty of exercise.
7. Be honest about your own concerns, but stress your and your child's ability to cope with the situation.
8. Respect a child's need to grieve.
9. Provide somewhere private and quiet for your child to go.
10. Be available to listen to your child.
11. Remember to take care of yourself.

EMERGENCY EARTHQUAKE PROCEDURES

FOR PARENTS OR GUARDIANS

IN THE EVENT THAT WE HAVE AN EARTHQUAKE OR TREMOR THESE PROCEDURES WILL BE FOLLOWED:

1. Students will be sent home on buses provided bus routes are open. If on route to school, buses will return students home.
2. Parents will be allowed to pick up students after roll has been taken.
3. Written permission would be necessary if a student is to ride home with someone else.
4. Do not call the school as phone lines need to be kept open for emergencies. Messages will be broadcast over radio.
(KWIX/KRES – 104.7 FM, KIRK – 99.9 FM, KMZU/KAOL/KRLI in Carrollton, and the TV station KOMU-TV – Channel 8 in Columbia)
5. If quake occurs while school is not in session, please listen to the radio to find out if school will be held.

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.

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, misapplied, 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-IV School District, 1000 S. Maple Ave., 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 not 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, misapplied, 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.

FROM TITLE IX OF NO CHILD LEFT BEHIND

“SEC.9501. PARTICIPATION BY PRIVATE SCHOOL CHILDREN AND TEACHERS.

“(a)PRIVATE SCHOOL PARTICIPATION.-

“(1)IN GENERAL.-Except as otherwise provided in this Act, to the extent consistent with the number of eligible children in areas served by a State educational agency, local educational agency, educational service agency, consortium of those agencies, or another entity receiving financial assistance under a program specified in subsection (b), who are enrolled in private elementary schools and secondary schools in areas served by such agency, consortium, or entity, the agency, consortium, or entity shall, after timely and meaningful consultation with appropriate private school officials provide to those children and their teachers or other educational personnel, on an equitable basis, special educational services or other benefits that address their needs under the program .

“(2)SECULAR, NEUTRAL, AND NONIDEOLOGICAL SERVICES OR BENEFITS.-Educational services or other benefits, including materials and equipment, provided under this section, shall be secular, neutral, and nonideological.

“(3)SPECIAL RULE.-Educational services and other benefits provided under this section for private school children, teachers, and other educational personnel shall be equitable in comparison to services and other benefits for public school children, teachers, and other educational personnel participating in the program and shall be provided in a timely manner.

“(4)EXPENDITURES.-Expenditures for educational services and other benefits provided under this section for eligible private school children, their teachers, and other educational personnel serving those children shall be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children.

“(5)PROVISION OF SERVICES.-An agency, consortium, or entity described in subsection (a)(1) of this section may provide those services directly or through contracts with public and private agencies, organizations, and institutions.

“(b)CONSULTATION.-

“(1)IN GENERAL.-To ensure timely and meaningful consultation, a State educational agency, local educational agency, educational service agency, consortium of those agencies, or entity shall consult with appropriate private school officials during the design and development of the programs under this Act, on issues such as –

“(A)how the children’s needs will be identified;

“(B)what services will be offered;

“(C)how, where, and by whom the services will be provided;

“(D)how the services will be assessed and how the results of the assessment will be used to improve those services;

“(E)the size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel and the amount of funds available for those services; and

“(F)how and when the agency, consortium, or entity will make decisions about the delivery of services, including a thorough consideration and analysis of the views of the private school officials on the provision of contract services through potential third-party providers.

“(2)DISAGREEMENT.-If the agency, consortium, or entity disagrees with the views of the private school officials on the provision of services through a contract, the agency, consortium, or entity shall provide to the private school officials a written explanation of the reasons why the local educational agency has chosen not to use a contractor.

“(3)TIMING.-The consultation required by paragraph (1) shall occur before the agency, consortium, or entity makes any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act, and shall continue throughout the implementation and assessment of activities under this section.

“(4)DISCUSSION REQUIRED.-The consultation required by paragraph (1) shall include a discussion of service delivery mechanisms that the agency, consortium, or entity could use to provide equitable services to eligible private school children, teachers, administrators, and other staff.

“(C)PUBLIC CONTROL OF FUNDS.-

“(1)IN GENERAL.-The control of funds used to provide services under this section, and title to materials, equipment, and property purchased with those funds, shall be in a public agency for the uses and purposes provided in this Act, and a public agency shall administer the funds and property.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the records(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 a 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 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:

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

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 to/from the parents to a student who is 18 years old 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