

# **Green City R-1 School District High School Handbook**

2011-2012



**Home of the Gophers**

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**GREEN CITY R-1 SCHOOL DISTRICT**  
**HIGH SCHOOL STUDENT HANDBOOK**  
**GREEN CITY, MISSOURI**  
**2011-2012**

STUDENTS,

The faculty, staff and administration of Green City R-1 Jr. and Sr. High School extend to each of you a warm welcome.

It is an exciting time of year for us all. The opportunities that can be found through education are endless. The more educated one becomes, the more fulfilled he/she is. It is important that you are here. Our expectations for you are high, but if everyone works diligently together we can accomplish much. Each student has a great deal of potential, and Green City High School wants you to make the most out of that potential.

We are here to help you succeed. This handbook contains information about your school and its policies. It should serve as a reference for both students and parents. Please read it and retain it as a reference. I appreciate the opportunity to work with both students and faculty as we begin a new school year.

Parents and patrons are always welcome to visit the school at any time. Please stop by the office and sign in when visiting school.

Laura Olmstead  
Principal

**THE HANDBOOK MAY BE VIEWED ON THE SCHOOL WEBSITE @**  
[www.greencity.k12.mo.us](http://www.greencity.k12.mo.us)

## BOARD OF EDUCATION

President	Randy Hatcher
Vice President	David Riddle
Secretary	Tammy Kilgore
Treasurer	Janelle Hepler
Member	Chris Dickel
Member	Wayne Halter
Member	Jeff Kimmel

## ADMINISTRATIVE STAFF

Donnie Campbell	Superintendent
Laura Olmstead	Secondary Principal
Ann Gray	Elementary Principal
Melissa Howard	Secretary to Superintendent
Kari Shoop	High School Secretary
Karen Hale	Elementary Secretary

## Green City High School Faculty

Joann Anderson - School Nurse

Rick Ayers - Vocational Agriculture

Jonna Ayers - Vocational Agriculture,  
Communication Arts

Patricia Bender - Math & Science

Jessica Iuchs- Communication Arts

Mandy Buggs- Guidance Counselor

Tammy Campbell – Para-Professional

Angela Fields - Math, Coach

Donnie Fields - Coach, A.D., History, Advantage Plus

Danita Gordon- Science

Jamie Halley - Librarian

Elizabeth Halter - Art

Terry Hunsaker – Math, Communication Art

Jerry Kiger - Special Services

Amanda Lunsford - Business Education

Glenn Palmer- Instrumental Music, Drama

Wade Sorenson - P.E., Coach

Dan Sullivan – Social Science

### **COOKS**

Tammy Carmack

Angie Wooden

Denise Moore

Candy Fields

### **BUS DRIVERS**

Dennis Foster

Wendall Bowman

James Snyder

David VanVelzer

Vern Stottlemire

Paul Kimmel

### **CUSTODIANS**

Tyson Snyder

Ray Stivers

Billy White

# SPONSORS

## Classes:

7<sup>th</sup>- Mr. Lundsford & Mrs. Halley  
8<sup>th</sup>- Mrs. Kiger & Mrs. Iuchs  
9<sup>th</sup>- Mr. Halter & Ms. Bender  
10<sup>th</sup> – Mr. Hunsaker & Mrs. Ayers  
11<sup>th</sup> – Mr. Sullivan, Ms. Buggs & Mrs. Fields  
12<sup>th</sup>- Mrs. Gordon, Mrs. Campbell & Mr. Fields

## Organizations:

FBLA	Mrs. Lunsford
NHS	Mrs. Halter & Mr. Kiger
Scholastic Team	Mrs. Gordon
Science Club	Ms. Bender & Mrs. Gordon
Student Council	Mr. Sullivan
FFA	Mr. & Mrs. Ayers
Web Page	Mrs. Kottwitz
Cheerleading	Mrs. Campbell
Pep Band	Mr. Palmer
Drill Team & Pom Pom	Mrs. Halter & Mrs. Campbell
Yearbook	Ms. Lundsford
Science Olympiad	Ms. Bender
CADD	Mrs. Halter
Softball	Mrs. Peaveler
Baseball	Mr. Moore
Jr. H. Girls Basketball	Mr. Campbell & Ms. Buggs
Jr. H. Boys Basketball	Mr. Fields
H.S. Girls Basketball	Mr. Sorenson
H. S. Boys Basketball	Mr. Fields
H.S. J.H. Girls Track	Mrs. Fields
H.S. J.H. Boys Track	Mr. Sorenson
Drama	Mr. Palmer
Renaissance	Mrs. Halter & Mrs. Halley
Health Club	Mr. Fields, Ms. Buggs, Mrs. Gordo

## **GREEN CITY R-1 VISION**

The Green City R-I administration, faculty, staff, students and community members will partner to provide academic excellence for all students by delivering a challenging instructional curriculum to foster the growth of positive citizenship in a safe and supportive environment.

The following statements are intended to provide the standards that Green City R-I should strive to achieve and maintain to become an exemplary school. These standards should serve as both the blueprint for our improvement efforts and the benchmarks by which we will evaluate our progress.

### **Curriculum**

- Make data-driven decisions to improve individual student instruction
- Use evolving, proven curriculum to maximize student learning
- Align curriculum with state and local standards to best prepare students for post-secondary endeavors
- Involve students in personal, academic goal setting using "Assessment for Learning" techniques

### **Climate**

- Take pride in and responsibility for our school and community
- Celebrate achievements and accomplishments
- Develop a safe and supportive environment of mutual respect and tolerance
- Encourage positive attitudes and relationships
- Collaborate to provide the best learning environment

### **Academic Excellence**

- Communicate student academic performance to students and their parents
- Collaborate with peers and field experts to achieve academic excellence
- Use innovative technology to promote high achievement
- Promote intellectual curiosity, creative thinking, and problem-solving
- Challenge students to strive for their full potential

### **Citizenship**

- Encourage and model positive character
- Promote extra-curricular and co-curricular involvement
- Promote and model school and community service

## BELL SCHEDULE

### Regular Bell Schedule

Unload Busses	7:50
Students go to class	8:10
Period 1	8:15 - 9:00
Period 2	9:03 – 9:48
Period 3	9:51 - 10:36
Period 4	10:39 – 11:24
Period 5	11:27 - 12:12

<u>1<sup>st</sup> Shift</u>	<u>2<sup>nd</sup> Shift</u>
12:15 - 12:35 Lunch	12:12 - 12:32 Activity Period
12:35 - 12:55 Activity Period	12:35 - 12:55 Lunch
Period 6	12:58 - 1:43
Period 7	1:46 - 2:31
Period 8	2:34 - 3:19

### 12:45 Dismissal Time

Period 1/5	8:15 – 9:08
Period 2/6	9:11-10:04
Period 3/7	10:07-11:00
Period 4/8/Lunch	11:03-12:45

<u>1<sup>st</sup> Shift</u>	<u>2<sup>nd</sup> Shift</u>
12:02-12:22 Lunch	12:02-12:22 Activity Period
12:25-12:45 Activity Period	12:26-12:45 Lunch

## **NOTICE TO ALL EMPLOYEES AND STUDENTS REGARDING DISCRIMINATION AND HARASSMENT**

The Green City R-1 School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, or disability or perceived sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated.

Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

Ann Gray, Elementary Principal  
301 N. East St.  
Green City, MO 63545  
(660)874-4126

Laura Olmstead, High School Principal  
301 N. East St.  
Green City, MO 63545  
(660)874-4127

Other offices dealing with these complaints:

Missouri Commission for Human Rights  
Department of Labor & Industrial Relations  
PO Box 1129, 3315 W. Truman Blvd.  
Jefferson City, MO 65102-3325  
(573)751-3325  
[www.dolir.state.mo.us/hr](http://www.dolir.state.mo.us/hr)

Equal Employment Opportunity Comm.  
Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
(314)539-7800 or (800)669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Department of Education  
Office of Civil Rights  
Customer Service Team  
Mary E. Switzer Building  
330 C Street, SW  
Washington, DC 20202  
(800)421-3481  
OCR@ed.gov

U.S. Department of Justice  
950 Pennsylvania Ave., N.W.  
Washington, DC 20530-0001  
(202)353-1555  
[ASKDOJ@usdoj.gov](mailto:ASKDOJ@usdoj.gov)

# ACADEMIC POLICIES AND PROCEDURES

## EDUCATIONAL RECORDS

A cumulative educational record shall be maintained for each student from his entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The parent/guardian of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their student. However, if any material or document in the education record of the student includes information on more than one student, the parent/guardian shall have the right to inspect and review only the part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained in the document or material.

The District has adopted procedures for the granting of parental requests for access to the education records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Prior to making directory information public, the District will provide notice to parents/guardians or eligible students regarding the categories or information it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent's or eligible student's prior consent.

In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

The District will comply with the mandates of the Safe Schools Act, House Bills Nos. 1301 and 1298, regarding confidentiality of student records and disclosure of personally identifiable information

## EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and SS 162.670 - .995 RSMo. Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

## INCOMPLETE GRADES

Incomplete grades may be given for a quarter's work. Teachers should set a time that such work must be made up by a student receiving the incomplete grade. The student should be told that the work must be completed by the designated date. If the student fails to complete the necessary work to change the incomplete grade by the designated date the incomplete will be changed to an "F" grade on the grade-reporting sheet the next grading period. Incomplete grades will not be granted for semester work. An incomplete grade for a semester's work will automatically become an "F". A suggested make up period might be one day for each day missed up to 5 days.

## LATE WORK

It will be the discretion of each teacher to develop a policy of how they will accept late class work. Students who violate the individual's teacher's policy will receive a zero.

## MAKE-UP WORK

Students who are absent for any reason will be required to make up work missed in each class, within a reasonable length of time, usually one day for each day's absence. It is the student's responsibility to obtain all make up work from his/her teachers immediately upon return to school. Failure to obtain make up work is no excuse for not doing work missed.

## MAP TEST/QUARTER FINALS INCENTIVIES

MAP incentives have been established

### LEVEL

2 Basic  
3 Proficient  
4 Advanced

### REWARD

Open School during 2<sup>nd</sup> quarter Finals  
Open School during 3<sup>rd</sup> quarter Finals  
\*All previous awards Plus Recognition

\*Even MAP-exempt students must take quarterfinals for the subject in which they are earning lower than 75% or if they violate the school's seven day, no exemptions attendance policy. All students with 4 or more tardies in one class per quarter will take the exam in those classes.

\*\*Level 1 is now called Below Basic and essentially encompasses what were previously Step 1 and Progressing. Basic is similar to what was formerly called Nearing Proficient and Advanced levels are fundamentally the same.

## MENTOR PROGRAM

With the help and cooperation of the faculty, staff, students and parents, we are attempting to assist students who, at mid-quarter, are not passing a class. These students will be assigned a faculty/staff advisor. The counselor will talk with each student to make certain his or her assigned faculty/staff advisor is one with whom the student feels comfortable. Ideally, through the rapport the student and advisor have with one another, they will determine a plan for academic success. The advisor and the student are responsible to meet with one another on a regular basis to discuss the student's progress with raising his or her grade(s).

The faculty/staff advisor is a person with whom parents may wish to contact regarding their child's progress or any concerns they may have regarding their child's success in school, academically and/or socially.

Ultimately, by working closely together, the purpose of this program will be achieved- to make a difference in the lives of our students.

## PHYSICAL EDUCATION CLASS

- ❑ Students will furnish their own gym clothes, tennis shoes and towels for physical education. Students must dress for P.E. classes, as proper dress is an integral part of their grade. Shoes worn on the new gym floor may not be worn outside of the school.

## PROGRESS REPORTS

Progress reports are sent home at the end of the fifth week of the first quarter of all classes to students.

## RECORDS REVIEW

Within forty-eight (48) hours of enrolling a new student, the Superintendent/designee will request copies of the new student's transfer and discipline records from all schools in which the new student attend at any time within a twelve (12) month period preceding enrollment in the District. In addition, parents/guardians of students new to the District will be required to complete and sign "Prior Discipline Record" form informing the District concerning suspension or expulsion incurred at schools previously attended.

A legal guardian may allow significant others to view a student's record. If a parent wishes to do this, they must notify the high school principal in writing.

## REPORT CARDS

The grades earned by students will be represented by A, B, C, D, and F. The Board of Education has adopted the following standardized grading system:

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 59% and below

(Normally grade cards will be issued one week after the close of a quarter or semester.)

## RETENTION

Students in the 7<sup>th</sup> and 8<sup>th</sup> grade that fail four (4) semesters of core area classes, (Language Arts, Social Studies, Math, Science) will be retained in the present grade level. Students may attend and must successfully complete summer school to be promoted.

## STUDENT RECOGNITION PROGRAMS

### GREEN CITY HIGH SCHOOL RENAISSANCE HONORS PROGRAM

#### Mission Statement

*The mission of the Renaissance program is to acknowledge the educational achievements and outstanding contributions of the students (9-12), staff members, and school patrons of Green City High School through a process of reinforcement, recognition, and reward.*

#### Student Recognition

*Our objective is to motivate students (in grades 9-12) to improve academically, not just reward already successful academic achievers.*

### Organization

- Student Recognition Program
- Staff Recognition Program
- Business Partnerships
- Public Relations

### Gold Card

<u>Criteria</u>	<u>Awards/Incentives</u>
<ul style="list-style-type: none"><li>• 4.0 Grade Average</li><li>• No unexcused absences</li><li>• No referrals for detention or suspension</li><li>• No failing grades</li><li>• 1-hour community service</li><li>• Follow citizenship policy</li><li>• No Cell Phone Violations</li><li>• Follow Attendance Policy</li></ul>	<ul style="list-style-type: none"><li>--Free Admission to GCHS Dances</li><li>--Free Admission to athletic events</li><li>--Various other incentives offered by area businesses</li></ul>

### Black Card

<u>Criteria</u>	<u>Awards/Incentives</u>
<ul style="list-style-type: none"><li>• 3.0 Grade Average</li><li>• No unexcused absences</li><li>• No referrals for detention or suspension</li><li>• No failing grade</li><li>• 1-hour community service</li><li>• Follow citizenship policy</li><li>• No Cell Phone Violations</li><li>• Follow Attendance Policy</li></ul>	<ul style="list-style-type: none"><li>--Free Admission to athletic events</li><li>--Various other incentives offered by area businesses</li><li>-- Half price admission to GCHS dances</li></ul>

### White Card

<u>Criteria</u>	<u>Awards/Incentives</u>
<ul style="list-style-type: none"><li>• 2.5 Grade Average</li><li>• No unexcused absences</li><li>• No referrals for detention or suspension</li><li>• No failing grade</li><li>• 1-hour community service</li><li>• Follow citizenship policy</li><li>• No Cell Phone Violations</li><li>• Follow Attendance Policy</li></ul>	<ul style="list-style-type: none"><li>--Free Admission to athletic events</li><li>--Various other incentives offered by area businesses</li><li>-- Half price admission to GCHS dances</li></ul>

### Academic Awards

The Renaissance Academic Awards are presented annually to highlight the academic achievements of the students (9-12) and staff members. A variety of students will be honored and the Gopher Award will be presented to the Outstanding Senior Graduate during the Academic Awards assembly.

### Attendance Awards

A student that has not missed any days throughout the school year will be recognized at the end of the school year at the academic awards ceremony.

### Gopher Award -\$250.00

The Gopher Award is presented to one senior student who best emulates the criteria of scholarship, leadership, citizenship, character, and community service. Staff members will present senior students for consideration in a nomination speech to other staff members towards the end of the academic school year. Following the conclusion of nominating speeches, all staff members will vote on the recipient by secret ballot.

### Missouri Performance Assessment Awards

At Green City R-1 we believe in recognizing students who perform well on the Missouri Assessment Program, as well as, other assessments. All students who receive a 4 (the highest possible score) on the MAP test will be recognized at halftime of a varsity basketball game. These students will also be recognized at the academic awards ceremony and given a trophy.

### Most Improved Student Award - \$25.00

A student in grades 10, 11, and 12 will be recognized at the end of the year academic assembly as the Most Improved Student for their grade level. Staff members will present a student for consideration in a nomination speech to other staff members towards the end of the academic school year. Following the conclusion of nominating speeches, all staff members will vote on each grade level recipient by secret ballot.

### Honor's Event

At the beginning of the 1st semester, the Renaissance committee along with help from parents and business people will sponsor an Honor's Event to recognize those students who have qualified for a Renaissance card. In addition to the breakfast, there will be random drawings for goods and services donated by business sponsors of the Green City High School Renaissance Program.

- At the end of the 1<sup>st</sup> semester, there will be a drawing to honor those that have successfully full-filled their obligations.
- Near the end of school there will be a field trip to recognize those who have successfully met their 2<sup>nd</sup> semester obligations.

## **TESTS**

For tests of major importance (unit, semester, etc.) teachers must give at least a two day written or verbal notice prior to the test. If a student is absent the day of the notice, the teacher must personally notify the student of the test day. Pop quizzes are up to the time and number given. A teacher does not have to give notice of such quizzes.

## **TRANSFER STUDENTS**

All students entering the District from other educational settings are required to submit evidence of their achievement in the last grade attended. Grade placement of a student may be adjusted on the basis of examination of the student's previous record, achievement tests administered, or other factors, which the principal and staff believe are appropriate under the circumstances. A transcript of all entering secondary school students is required before enrollment can be completed.

Students who have not successfully attended a public/parochial school 9 weeks prior to their enrollment at Green City will not be allowed to earn credit for the semester.

A homeschooled student must provide evidence of their educational progress and attendance. Homeschooled students are also required to take an entrance exam for placement and credit purposes.

## **QUARTER FINALS**

At the end of each quarter, all teachers will be giving a comprehensive quarter final in their classes. **ALL STUDENTS ARE REQUIRED TO TAKE THE FINALS.** It is the student's responsibility to take the quarter final ahead of time if they know that they will be absent. After all quarter finals are taken, students who received a 75% on the final and have a cumulative grade in the class of 75% will be rewarded for their academic excellence by participating in the quarter reward day. **THE QUARTER FINAL WILL COUNT AS 10% OF EACH STUDENTS QUARTER GRADE.**

# ATTENDANCE PROCEDURES

Regular school attendance is required by Missouri Law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and tests. No effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, teacher explanation and or student performances as required in such classes as band, physical education, etc. This policy is not established for punitive purposes but to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the Green City R-1 School District, and to encourage students to assume responsibility for their conduct.

Any student that misses a class 7 or more days in a semester will not earn credit per class unless the missed periods are exempt.

After an absence, a student must report to the office with a written reason from a parent or guardian (Exception: excuse by telephone). An admit slip will then be issued to be taken to each class missed. Students have 3 days from the absence to bring a note.

Absences that will be exempted from the 8 period policies include a note from the doctor's office specifying the day(s) the student could not attend school due to injury or illness, the note must specifically say the student was unable to attend school. Others include family or close friends death, a school activity. Other circumstances may occur and will be reviewed if discussed with the administration prior to the absence.

Un-exempt absences that will count toward the 7 days include but not limited to: illness without a doctor verification, shopping, senior pictures, running errands, haircuts, hunting, needed at home, driver's exam, tardies accumulated into absences, etc. **Accumulative exempt and non-exempt absences may not exceed 11 TOTAL in any one period for the semester for a student to gain credit in that class.**

Responsibility for making up work lies entirely with the students. It is the student's responsibilities to present his/her admit slip to each teacher, obtain the make-up assignments, and complete the work promptly. For one day's absence, make-up work must be completed by the next class meeting. If more than one day is missed per class, the student should visit with the teachers to establish the due dates for assignment. Out-of-school suspensions will count as un-exempt absences.

## ATTENDANCE APPEALS PROCESS

Parents will be notified when a student has (5) absences in a semester and again when the student accumulates (6) absences. Credit will be automatically denied in any one class once the student accumulates (7) or more absences for that period during the semester. Any and all appeals of credit not given must be made by the student to the Superintendent. Students will have (10) days to appeal in writing from the date the letter was issued. The student may appeal in writing to the Board of Education after the Superintendent's decision. Students will have 10 days to do so after the Superintendent's decision.

Students may attend Saturday school (1) time per semester to make-up (1) day.

Students that have not met the attendance requirements may not be allowed to attend prom.

## COLLEGE VISITS

Seniors are allowed to miss 2 days per year to visit a college. Juniors are allowed 1 day per year to miss school and visit a college. These days must be set-up in advance with the guidance counselor and the High School Principal. A signed agenda from the college or university must be turned in to the office once you return.

## COMPULSORY ATTENDANCE AGES

The Board of Education shall abide by the compulsory attendance laws of the state by requiring District resident students between the ages of seven and sixteen years to attend school full time, with the exception

of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's application and in compliance with state law and regulations.

Any student age sixteen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office by the School District.

## **PART-TIME ATTENDANCE**

Resident students may attend District schools on a part-time basis as provided by state law and regulations 2320 of the Board of Education.

The District recognizes the need of some students to attend school on a part-time basis. The Board has established the following regulation regarding part-time attendance. It is the intent of this regulation to meet the individual needs of each student and at the same time establish rules and regulations, which will preserve the discipline, health, and academic standards of the school.

### Eligibility Requirements

1. The student must have parent/guardian approval if under 18 years of age.
2. The student must demonstrate a definite need to attend school on a part-time basis. Examples are: a) financial needs of student or family, b) health problems or self or family, c) vocational training in school or on the job, d) enrollment in a school of higher education, and e) unique curriculum offerings.

### Application Procedure

The student must secure an appointment with the guidance counselor or school principal prior to classification as a part-time student. The student must complete a part-time attendance request form at the conference. Before any decision is given concerning the request, a conference must be held with the student's parent/guardian if the student is under 18 years of age. All applications and conferences must be completed during the time preceding the semester in which the student is to be enrolled on a part-time basis.

After an application has been submitted, the principal shall rule on the request and report to the Superintendent the names of all students who are to be enrolled on a part-time basis. This same report shall be transmitted to the Board of Education. In the event the principal denies the request, the student may appeal to the Superintendent who must respond in a reasonable time. If the student is not satisfied with the decision of the Superintendent, an appeal may be made to the Board of Education with the appeal to be heard at the next meeting of the Board.

The student must renew the request for part-time attendance status each semester. Parental conference will not be required for renewal; however, the parent/guardian will be notified of the student's continued part-time enrollment status.

Part-time students are governed by the same rules and regulations that apply to regularly enrolled students.

### Conditions

Students are only eligible for part-time status during their senior year. Part-time students are not eligible to be the Valedictorian or Salutatorian; and not eligible for extracurricular activities, including athletics or club membership.

## **PRESENCE AT SCHOOL**

Pupils shall not be allowed to assemble on school grounds at an unreasonable hour before or after school is in session except in conjunction with school functions. Students who are on school grounds due to school activities must be under the supervision of school personnel at all times. Students are not to be in the building before the 7:50 a.m. bell. Those entering school early must go to the cafeteria until 7:50 a.m. Except with teacher's permission and their supervision.

## RELEASE FROM SCHOOL

No student shall be allowed to leave school premises except with the permission of the principal. Permission from the legal guardian of the student is also viewed as desirable although not necessarily required for students to leave during the school day. Students leaving school early will be released only to those designated on the information card or by parent/guardian permission. **Those with permission to “sign-out” the student must provide photo identification.**

## TARDY POLICY

Students are expected to be in the classroom prior to the bell to start each class. Teachers will keep a record of tardies each hour in their classroom along with attendance. A teacher will warn a student on the first, second and third unexcused tardy in a semester. On the fourth and subsequent unexcused tardies a referral will be forwarded to the office including the dates of prior tardy offenses.

Penalties for being referred to the office for tardies are:

1 <sup>st</sup> Referral (4 <sup>th</sup> Tardy)	½ Detention after school
2 <sup>nd</sup> and 3 <sup>rd</sup> Referral (5 <sup>th</sup> and 6 <sup>th</sup> Tardy)	1 Hour Thursday Detention after school
4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> Referral (7 <sup>th</sup> , 8 <sup>th</sup> , & 9 <sup>th</sup> Tardy)	Saturday Detention
7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , & 10 <sup>th</sup> Referral (10 <sup>th</sup> , 11 <sup>th</sup> , & 12 <sup>th</sup> Tardy)	Unexcused Absence and ISS
11 <sup>th</sup> and subsequent Referrals (13 and up Tardies)	Out of School Suspension.

Guidelines for detention:

1. Students may not eat, drink, talk, sleep, put head on desk or listen to music while serving detention.
2. Students must bring something related to school to work on or something to read while serving detention.
3. Students failing to work in detention or failing to serve the assigned detention will have detention time doubled.

\* Dates for Saturday detention will be set by the principal's office when appropriate. Students who fail to attend Saturday detention will be assessed the following penalty. Students will not be allowed to attend if they are late.

1<sup>st</sup> offense – Student will serve one day in school suspension and in addition the student will make up the missed Saturday detention.

2<sup>nd</sup> offense – Student will serve three days in school suspension in addition to the loss of extra curricular attendance for 2 weeks and make up the missed Saturday detention.

## TRUANCY AND EDUCATIONAL NEGLECT

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.MO. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

## **VO TECH STUDENTS**

When Vo-Tech is not in scheduled session, students are to be in class according to class schedule. Students should arrive for the beginning of 4<sup>th</sup> period (10:39) on regular days. Students riding the bus to school should report to the office for instructions when not attending Vo-tech.

Each student must sign a student policy contract before they may attend Vo-tech.

## **WITHDRAWAL FROM SCHOOL**

Students planning to withdraw from school must have their parents contact the principal of their planned departure prior to the date of withdrawal. Students should pick up a withdrawal form from the office and return all schoolbooks, etc. to their teachers.

# **BEHAVIOR CODE/RULES AND REGULATIONS**

## **BREATHALYZER**

The consensus of the Green City Board of Education is to have a Breathalyzer at the prom and other school sponsored activities. The theory is not to catch but to detour students from drinking. Students should be aware of the consequences for not following the rules. The Breathalyzer will be used randomly on Green City R-1 students. All out-of-school guests will be required to take a Breathalyzer and show photo identification at dances. Attempts will be made to contact parents of Green City R-1 students who refuse the test.

## **BUS RULES**

The safety of students during their transportation to and from school is a responsibility, which they and their parents/guardian share with the bus drives and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

1. Pupils must not try to get off the bus, or move about within the bus, while it is in motion.
2. The back door of the bus is an emergency exit, and will not be used except in case of emergency.
3. Food or drink is not allowed on the bus.
4. Bus schedules are posted in front of the bus. The bus will not run ahead of schedule, but may run behind schedule. Students should be encouraged to be at the designated pickup area as the bus pulls up. Due to the length of the bus routes and the number of students to be picked up, drivers will not be able to wait on late students.
5. Students will be allowed to talk to each other on the bus as long as they keep the voices low. Students should not talk to the driver while the bus is in motion.
6. Students will walk in front of the bus and stop when even with the left fender of the bus. After checking for traffic students should walk to the other side.
7. Pupils must not stand in roadway while waiting for bus. Stand well back from the loading area and until bus has stopped.
8. If students do not ride the bus with reasonable regularity, the bus route may be rearranged to eliminate a stop if it will make a shorter or more economical route.
9. If a student rides a bus to a ballgame or other activity, he/she must ride it home, unless the parent has made personal contact with the Principal or instructor. The principal must approve all handwritten notes.
10. Students will not stick their hands or heads out of bus windows at any time.
11. Students will not throw litter on the floor of the bus or out the window.
12. Drivers may assign seats to students if they think it is necessary.
13. Any damage to the bus should be reported to the driver at once.
14. For serious misconduct, the bus driver will accompany the offending student to the principal or superintendent's office.
15. The buses will leave in the afternoon promptly at 3:30.

16. Misbehavior on bus may result in penalty at discretion of principal depending on circumstances (May include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

17. **Discontinued service**-On route stops where the school bus must make a special stop in front of the residence, it will be the policy of the driver to discontinue the service if the bus has stopped twice to deliver or pick up a student without the parent informing the school or driver in advance by a note or phone call.

18. **Adequate and Safe Turnabouts**-Turnabouts should be adequate for turning without danger of getting stuck or backing blindly into traffic. It may be necessary to turn around in either side of a pickup point for safety and convenience sake. In case where a bus cannot turn safely because of the lack of space, it will be necessary for the driver to secure a more suitable pickup point.

19. All drivers are required to stop for buses while loading and unloading. Be prepared to stop when coming upon a school bus.

## **CELL PHONES**

Cell phones are not permitted at school during the school day. Students are not to use a cell phone in any manner during school hours. Students found with a cell phone, camera or other electronic device will have it confiscated and a parent/guardian must pick it up from school. The student must also serve the next available Saturday school. Subsequent offenses will consist of the same punishment and In-School or Out-of-School suspensions, and the phone may be confiscated for up to 30 days. Students who do not show up to the Saturday school will be in Academic reassignment for three days and be required to make-up the Saturday school.

The Green City R-1 School District does have a hardship application, where parents/guardians can complete the form and the student can bring the cell phone to school. However, when the student arrives at school he/she must immediately check-in the phone in the high school office. The phone must remain in the office until the end of the day.

**The Green City R-1 School District may search cell phones if the administration deems that there is a reasonable suspicion of rule or law violation(s).**

## **CLOSED CAMPUS**

With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

## **CORPORAL PUNISHMENT: AUTHORIZED**

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator.

## **DETENTIONS**

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

## DIGITAL MEDIA

iPods, MP3 players, cameras, laptops and electronic games are considered "Entertainment Devices". They are not allowed on campus at any time during the school day, unless pre-approved by the building principal. This includes attaching these devices to one's person by ear buds.

## DISCIPLINE

The Board of Education has the legal authority to adopt all necessary policies, rules, and regulations for organizing and governing the School District. This includes the power to suspend or expel a student for conduct, which violates District and school regulations. These policies, rules, and regulations will apply to all students in attendance in District instructional and support programs, as well as at school-sponsored activities and events. In addition, students are subject to discipline up to and including expulsion for significant misconduct regardless of whether the conduct occurs at a school activity and regardless of when the misconduct occurs where it is reasonably determined that a student's misconduct adversely affects school safety or student welfare.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Regulations specific to disabled students shall be adopted. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) days for violation of these policies, rules, and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the Superintendent.

Flagrant disregard for policies, rules, and regulations, or continued truancy may result in suspension by the Superintendent or expulsion by the Board, both subject to appropriate due process procedures. The Superintendent may suspend a student for up to one hundred eighty (180) days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. Each teacher shall maintain a satisfactory standard of conduct in the classroom. All school personnel are responsible for maintaining standards of conduct throughout the school setting.

The District will provide annual in-service training to all employees concerning the District's discipline policy and its implementation. Training will also include approved methods of dealing with school violence; discipline of students with disabilities; and with the requirements of student confidentiality, etc.

## STUDENTS DISCIPLINE BEHAVIORAL EXPECTATIONS

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

***THESE RULES CANNOT ENCOMPASS EVERY SITUATION THAT ARISES, AND, THEREFORE, IT WOULD BE UP TO THE ADMINISTRATION TO USE JUDGMENT OF THESE INCIDENTS. POLICY REFERRED TO IN THIS HANDBOOK MAY BE VIEWED IN ITS ENTIRETY IN THE OFFICE OF THE SUPERINTENDENT OR THE PRINCIPAL'S OFFICE.***

**Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises. Administration will make judgment on the use of Breathalyzer**

First Offense: 5-10 days suspension; referral to appropriate authorities

Subsequent Offenses: 10-90 days suspension; expulsion; referral to appropriate authorities

**Arson - Intentionally causing or attempting to cause a fire or explosion**

First Offense: 3-10 days out-of-school suspension or expulsion; referral to Superintendent and appropriate authorities

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion report to legal authorities

**Assault - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)**

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

First Offense: 3-5 days academic reassignment; 1-10 days out-of-school; report to legal authorities; referral to superintendent

Subsequent Offenses: 5-10 days out-of-school suspension; 10-90 days out-of-school suspension; report to legal authorities; referral to Superintendent

**Bullying – Intentional intimidation or infliction of physical; emotional; or mental harm (see Policy 2655)**

First Offense: Principal/Student conference; 1-10 days academic reassignment; 1-10 days out-of-school suspension

Subsequent Offenses: 5-10 days academic reassignment; 5-10 days out-of-school suspension; 10-180 days suspension or expulsion; report to legal authorities; referral to superintendent

**Careless Driving – Driving on school property in such a way as to endanger persons or property**

First Offense: Driving on school property revoked 5-10 days

Subsequent Offenses: Driving on school property revoked for one semester; driving on school property revoked permanently

**Cell Phone Policy – See Handbook**

First Offense: Confiscation (Parent/Guardian must pick-up phone); Saturday school

Subsequent Offenses: Confiscation (Parent/Guardian must pick-up phone); Saturday school, 1-5 days Academic reassignment; 1-5 days Out-of School Suspension; Phone confiscated for up to 30 days.

**Cheating – Attempt to cheat on assignment or help someone else cheat. This includes Plagiarism.**

First Offense: Principal/Student conference; detention; receive a zero on assignment

Subsequent Offenses: Detention; receive a zero on assignment 1-5 days academic reassignment; 1-10 days out-of-school suspension

**Defiance of Authority - Refusal to obey directions or defiance of staff authority**

First Offense: Principal/Student conference; detention; 1-5 days academic reassignment

Subsequent Offenses: 1-5 days academic reassignment; 1-10 days out-of-school suspension

**Digital Media – Use of MP3, IPOD, Camera, Laptop, Gaming Devices or other digital media**

First Offense: Principal/Student conference; confiscation; detention;

Subsequent Offenses: Confiscation and parent/guardian must pick-up; 1-5 days academic reassignment; 1-10 days out-of-school suspension

**Disruptive Behavior/Bus Misconduct - Conduct which has the intentional effect of disturbing education or the safe transportation of a student**

First Offense: Principal/Student conference; detention; 1-5 days academic reassignment

Subsequent Offenses: 1-5 days academic reassignment; 1-10 days out-of school suspension

**Dress Code – Clothing or accessory items which may disrupt the education environment; i.e.; items which depict alcohol; tobacco; illegal substances; offensive and/or obscene; pictures or words.**

First Offense: Principal/Student conference; change of clothing

Subsequent Offenses: Change of clothing and detention; change of clothing and 1-3 days academic reassignment; change of clothing and 1-3 days out-of-school suspension

**Drugs/Controlled Substance**

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 5-10 days out-of-school suspension; referral to appropriate authorities

Subsequent Offenses: 10-90 days suspension; referral to Superintendent

Sale/Distribution of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 10 days immediate suspension with recommendation to Superintendent for expulsion; referral to appropriate authorities

Subsequent Offenses: Expulsion and referral to appropriate authorities

**Prescription Medication**

Possession of prescription medication without a valid prescription for such medication on school premises or on a school bus

First Offense: Principal/Parent conference; 1-10 days suspension; report to appropriate authorities

Subsequent Offenses: 5-10 days out-of-school; 10-90 days out-of-school suspension

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus

First Offense: 1-10 days academic reassignment; 10-90 days out-of-school suspension; expulsion; report to authorities

Subsequent Offenses: 10-90 days out-of-school suspension; referral to superintendent for expulsion; report to authorities

**Extortion - Verbal threats or physical conduct designed to obtain money or other valuables**

First Offense: Principal/Student conference; 1-5 days academic reassignment

Subsequent Offenses: 1-10 days out-of-school suspension; 10-90 days out-of-school suspension

**False Alarms – Tampering with emergency equipment; setting off false alarms; making false reports.**

First Offense: Principal/Student conference; 1-5 days academic reassignment; 1-10 out-of-school suspension; report to legal authorities

Subsequent Offenses: 1-10 academic reassignment; 1-10 days out-of-school suspension; 10-90 days out-of-school suspension; report to legal authorities; expulsion

**Fighting - Physically striking another in a mutual contact as differentiated from an assault.**

First Offense: Principal/Student conference; 1-10 days academic reassignment; 1-10 days out-of-school suspension; referral to legal authorities

Subsequent Offenses: 1-10 days academic reassignment; 1-10 days out-of-school suspension; report to legal authorities

**Firearms and Weapons (Refer to Policy and Regulation 2620 – Firearms and Weapons in School)**  
Possession of a firearm or weapon

First Offense: (Minimum of one-year suspension) 1-year suspension; referral to legal authorities

Subsequent Offenses: Expulsion; referral to legal authorities

**Gangs – Gang activities; whether verbal; written or symbolic; which substantially disrupts the educational environment.**

First Offense: Principal/Student conference; 1-10 days academic reassignment; 1-10 days out-of-school suspension; expulsion

Subsequent Offenses: 10-90 days out-of-school suspension; expulsion

**Harassment (Refer to Policy 2130 – Harassment)**

First Offense: Principal/Student conference; 1-5 days academic reassignment

Subsequent Offenses: 1-5 days academic reassignment; 1-5 days out-of-school suspension; 5-10 days out-of-school suspension; report to authorities

**Improper Display of Affection – Consensual kissing; fondling; or embracing**

First Offense: Principal/Student conference

Subsequent Offenses: Detention; 1-3 days academic reassignment; 1-3 days out-of-school suspension

**Improper Language**

Threatening Language – Use of verbal, physical or written threats to do bodily harm to person or personal property

First Offense: Principal/Student conference; Detention; 1-5 days academic reassignment; 3-10 out-of-school suspension; report to law officials

Subsequent Offenses: 1-5 days academic reassignment; 1-10 days out-of-school suspension; Report to legal authorities

Use of Obscene or Vulgar Language – Language which depicts sexual acts; human waste; and blasphemous language

First Offense: Principal/Student conference; Detention; 1-5 days academic reassignment

Subsequent Offenses: 1-5 days academic reassignment; 1-5 days out-of-school suspension; 5-10 days out-of-school suspension

Disruptive or Demeaning Language or Conduct – Use of hate language to demean other persons due to the race; gender; disability; natural origin; or religious beliefs. This provision also includes conduct; verbal; written; or symbolic speech, which materially and substantially disrupts class; school activities; transportation; or school functions

First Offense: Principal/Student conference; Detention; 1-5 days academic reassignment

Subsequent Offenses: 1-5 days academic reassignment; 1-5 days out-of-school suspension

### **Inappropriate Behavior**

First Offense: Principal/Student conference; detention; 1-5 days academic reassignment

Subsequent Offenses: 1-5 days academic reassignment; 1-10 days out-of school suspension

### **Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130 - Harassment)**

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense: Principal/Student conference; 1-5 days academic reassignment; report to authorities

Subsequent Offenses: 1-5 days out-of-school suspension; 5-10 days out-of-school suspension; report to legal authorities.

Use of sexually intimidating language, objects, or pictures.

First Offense: Principal/Student conference; 1-5 days academic reassignment; report to authorities

Subsequent Offenses: 1-5 days out-of-school suspension; 5-10 days out-of-school suspension; report to authorities

Indecent Exposure-Includes display of breasts, buttocks and genitals in a public location

First Offense: Principal/Student conference; 1-5 days academic reassignment; report to authorities

Subsequent Offenses: 1-5 days out-of-school suspension; 5-10 days out-of-school suspension; report to authorities

### **Internet Usage – Refer to page 30**

First Offense: Internet and computer privileges are lost for 2 weeks; 1-5 days academic reassignment; 1-5 days out-of-school suspension.

Subsequent Offenses: Internet and computer privileges are lost for 180 days; 5-10 days academic reassignment; 5-10 days out-of-school suspension.

**Off Campus Misconduct – Law 167.161 – Students committing a felony. Other illegal activities that has a relationship to school disruption. Activities that happen on non-school time away from the school or school related events.**

First Offense: 1-10 days out-of-school suspension; referral to Superintendent for expulsion

Subsequent Offenses: 1-10 days out-of-school suspension; referral to Superintendent for expulsion

**Theft - Nonconsensual taking or attempt to take the property of another**

First Offense: Reimbursement; principal/student conference; 1-5 days academic reassignment; 1-5 days out-of-school suspension

Subsequent Offenses: 1-10 days out-of-school suspension; 10-90 days academic reassignment; expulsion

**Tobacco - Possession or use of tobacco or tobacco products on school property; bus; or at any school activity**

First Offense: Confiscation and principal/student conference; 1-3 days academic reassignment; report to local authorities if under 18 years of age

Subsequent Offenses: Confiscation and 1-9 days out-of-school suspension; report to local authorities if under 18 years of age

**Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)**

First Offense: Principal/Student conference; 1-3 days academic reassignment

Subsequent Offenses: 3-10 days academic reassignment; 1-5 days out-of-school suspension

**Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District**

First Offense: Restitution; principal/student conference; detention; 1-10 days academic reassignment, 1-10 days OSS, and report to authorities.

Subsequent Offenses: 1-10 days academic reassignment; 1-10 days out-of-school suspension; 10-90 days out-of-school suspension

**Students who are under suspension from school must stay 1000 feet away from the Green City R-1 Facilities. (Safe Schools Act)**

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. When appropriate, the District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

**STUDENT DISCIPLINE HEARINGS**

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a discipline hearing the Board will carefully consider the information presented by the Administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board Discipline Policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

## DISTRIBUTION OF NON-CURRICULAR PUBLICATIONS BY STUDENTS

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's education mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals. Religious material, including bibles will not be allowed to be distributed at school.

## DRESS AND APPEARANCE

A person's dress and personal appearance and those of the people around them have a profound psychological influence upon attitudes and behaviors. We tend to play the part for which we are dressed; consequently, it is important to remember that the primary business of the adolescent years is obtaining an education and that it is important to dress and act in a business like rather than a frivolous or immature manner.

The Board of Education expects students dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Parents are responsible for supervising the dress of their young people so that they appear at school and at school activities neat and clean and in conformity with the standards expected by the community. Students' failure to dress properly may result in the parents' requesting to remove the students from school or to bring appropriate clothing to school. In general, students should avoid wearing clothing, which would be distracting or disruptive in a school setting.

Health regulations and common courtesy require the following:

1. Shoes shall be worn at all times
2. No halter tops, backless clothing, see through garments, or bare midriffs.
3. Shorts extending to mid thigh are appropriate in length to wear at school. Dresses, skirts, skorts, and dresses with a slit in the side must meet the same standard as shorts to be worn at school. In determining, if clothing articles are appropriate, clothing must reach below the end of a fist, when student's arms are extended at the student's side.
4. Hats, headbands, head coverings, sunglasses, and bandanas are not allowed.
5. Clothing advertising alcohol, tobacco products, illegal drugs, or drug paraphernalia is not allowed.
6. Clothing that is demeaning to any person or group, or anything that is considered by the administration to be in poor taste or demeaning to any person or group, or displayed on shirts, blouses or articles of clothing.
7. Spaghetti strap or tank top shirts are not allowed unless worn with appropriate undergarments.
8. Tops that hang excessively low below the neck or underarms, or have open shoulders will be considered tank tops.
9. Pants should be worn above the hips and without undergarments showing.
- 10. Jeans, shorts, and all other pants may NOT have VISIBLE holes above the knee.**
11. Spiked belts, collars, cuffs, chains, or wallet chains of any length will not be permitted.
12. The school administration may disallow other types of clothing that may jeopardize a safe and orderly environment for the students and school staff.

Teachers of specific courses where health or safety is a factor may require students to adjust hair, clothing, or both according to the needs of the class.

## DRUG-FREE SCHOOLS

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 – Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **ENROLLMENT OR RETURN FOLLOWING SUSPENSION AND/OR EXPULSION**

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

## **EXPULSION**

The term "expulsion" refers to permanent exclusion from school. If a student consistently or egregiously refuses to conform to school policies, rules and/or regulations, the Principal and Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

No students shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other School District until the District has conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct, which resulted in discipline, and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will be readmitted or enrolled if the student was convicted of, charged as an adult or juvenile without final adjudication, or convicted of juvenile conduct which, if charged as an adult, would constitute one of the following offenses.

1. First degree murder (Mo. Rev. Stat. 536.020)
2. Second degree murder (Mo. Rev. Stat. 565.021)
3. First degree assault (Mo. Rev. Stat. 565.050)
4. Forcible Rape (Mo. Rev. Stat. 566.030)
5. Forcible sodomy (Mo. Rev. Stat. 566.060)
6. Robbery in the first degree (Mo. Rev. Stat. 569.020)
7. Distribution of drugs to a minor (Mo. Rev. Stat. 195.212)
8. Arson in the first degree (Mo. Rev. Stat. 569.040)
9. Kidnapping as a Class A felony (Mo. Rev. Stat. 569.110)
10. Statutory Rape
11. Statutory Sodomy

Nothing in this policy shall be interpreted to prevent the District from imposing discipline under the District's Student Code of Conduct for conduct underlying the above listed offenses even if the adult charge or juvenile petition has been dismissed or acquitted of the specific act in a criminal or juvenile court, provided it is proven by a preponderance of the evidence that the student committed the underlying act.

## **FIREARMS AND WEAPONS IN SCHOOL**

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis.

### **Lighters are considered weapons.**

Students involved with Trap Shooting or any other school sponsored activity that involves firearms are not allowed to have the firearm within 1000 feet of the school.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

## **STUDENT PARTICIPATION IN SECRET ORGANIZATIONS AND GANGS**

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school District policies.
  - d. Inciting other students to act with physical violence upon any other person.

## **ACADEMIC REASSIGNMENT**

Academic reassignment is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the academic reassignment program for a reasonable and specified period of time.

## **GREEN CITY R-1 SCHOOL DISTRICT INTERNET ACCEPTABLE USE POLICY**

Use of the Internet provides great educational benefits to students. Unfortunately, however, some materials accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some

people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. The Green City R-1 School District requires that students and parents or guardians are aware of the following rules for acceptable online behavior.

1. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communication apply.
2. Network storage areas may be treated like school lockers. Network Administrators may review files and communications to maintain system integrity and assure that users are using the system responsibly. Users should not expect that files would always be private.
3. The following are not permitted:
  - ✓ Unauthorized use
  - ✓ Sending or displaying offensive messages, pictures, or obscene language
  - ✓ Harassing, insulting or attacking others
  - ✓ Damaging computer hardware or software
  - ✓ Violating copyright laws
  - ✓ Using another's password
  - ✓ Trespassing in another's folders, work, or files
  - ✓ Revealing personal information such as phone number and home address
  - ✓ Any personal site, such as myspace, facebook, bebo, messengers, etc..
  - ✓ Checking email
  - ✓ Comment/Message Board
  - ✓ Giving your school password to someone else.
4. Violations will result in a loss of access as well as other disciplinary or legal action (see the student handbook for details)

Parents or legal guardians should understand that some of the materials on the Internet may be objectionable, and accept responsibility for providing guidance to students on Internet use both inside and outside of school – setting and conveying standards for students to follow when selecting, sharing, or exploring information and media.

## **INTERVIEW OR INTERROGATION**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or 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.

## **NONDISCRIMINATION AND STUDENT RIGHTS**

The Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural or socio-economic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedure and student support services.

## **OPERATION OF MOTOR VEHICLES ON SCHOOL PREMISES**

A speed limit of ten (10) miles per hour is established for all motor vehicles operated near school premises when school is in session. Drivers of all vehicles are not to pass parked school buses while pupils are being loaded

and unloaded. The utmost care is to be exercised by all drivers while operating vehicles on the school premises in order to insure the safety of all children. Students are to use east parking lot.

Students are to park their vehicles in the parking lot in an orderly manner so that others may leave early if necessary. Students are not permitted to loiter in the parking lot or in cars parked on school property. Students are not to leave the building during school hours without permission and supervision from the office. Failure to obey these regulations or other instructions given orally by a teacher or an administrator or other school employee may result in the revocation of the privilege of driving to school.

The principal has the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations.

## **PERSONAL PROPERTY**

The school district is sympathetic to any problem that arises from the loss or destruction of personal property of students or faculty members in the school building or on the school grounds. However, it is the school district's policy that students and faculty are responsible for their own personal property and the school will not replace any lost, stolen or damaged property.

## **REMOVAL OF STUDENTS FROM SCHOOL**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

## **REPORTING STUDENT ABUSE**

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse, when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means.

Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well being.

District employees who know or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.

## **REPORTING OF VIOLENT BEHAVIOR**

The District requires school administrators to report acts of school violence to teachers and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff member's portions of any student's individualized education program that is related to past or potentially future violent behavior. "Violent behavior" and the phrase "acts of school violence" are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition, the Superintendent of Schools will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses which are committed on school property, including school buses, or while involved in school activities. These offenses include:

1. First degree murder

2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Regulation 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon

The Superintendent will also notify the appropriate division of the Juvenile Court of the suspension of any student under court jurisdiction for more than ten (10) days.

Each school employee is required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out in this policy, has physically or sexually abused any District student, or possessed a controlled substance or weapon in violation of District policy.

The Superintendent/designee will prepare and maintain records of serious violations of the District's discipline policy. Individual student records are available to school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. In addition, such discipline records will be made available within five (5) days to any requesting School District where the student seeks to enroll.

## **SECURITY CAMERAS**

The district has placed cameras in the hallways and parking lots of the Green City R-1 campus. The cameras will be used to deter behavior that is not acceptable by Green City R-1 standards. The high school principal's office will maintain the videos for confidentiality.

## **SAFE SCHOOLS ACT**

This act requires that school administrators report to appropriate law enforcement officials when assaults or more serious situations occur on school property, at school activities, or on school buses. Law enforcement officials will also be notified when a student is in possession of a weapon while on school property, at school activities, or on school buses.

### **SEARCHES BY SCHOOL PERSONNEL**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoe and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. School officials may appropriately discipline a student who refuses to submit to a search.

### **SEXUAL HARASSMENT PROHIBITED NOTICE TO ALL EMPLOYEES AND STUDENTS REGARDING SEXUAL HARASSMENT**

The Green City R1 School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. Sexual slurs, threats, verbal abuse and sexually degrading descriptions.
2. Graphic verbal comments about an individual's body.
3. Sexual jokes, notes, stories, drawing, pictures or gesture.
4. Spreading sexual rumors.
5. Touching an individual's body or clothes in a sexual way.
6. Displaying sexually suggestive objects.
7. Covering or blocking of normal movements.
8. Unwelcome sexual flirtation or propositions.
9. Acts of retaliation against a person who reports sexual harassment.

Inquires, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington D.C.

Donnie Campbell  
301 North East Street  
Green City, MO 63545  
660-874-4128

## SUSPENSION

The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District Regulations. Building principals may also recommend extensions of suspension for periods of time up to one hundred eighty (180) days by the Superintendent. The Superintendent of schools may suspend students for periods up to one hundred eighty (180) days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) days.

## STUDENTS USE AND CARE OF SCHOOL PROPERTY

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and taxpayers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

## WORKROOM

Students are to ask permission to use the phone in the workroom (for emergency use only). **The workroom door is not to be used by students.**

## YEARBOOK CAMERA

The Green City High School yearbook staff has cameras available for use at school sponsored events for use in staff assignments. Cameras may be checked out for use overnight or during the school day in order to complete a yearbook photojournalism assignment. The student and parent/guardian must sign a use form and will be responsible for any damages.

# CAFETERIA SERVICES AND REGULATIONS

Green City has a closed lunch period and all students are required to remain at school during their lunch period.

In order to help students keep cafeteria money charges to a minimum, the Board of Education has adopted a policy. **Students will not be allowed to exceed \$12.50 in cafeteria charges.** Once this limit is reached, letters of delinquent accounts will be sent to parents/guardians; **and students will not be allowed to make any additional charges until the account is paid.** Peanut butter sandwiches and fruit will be available during lunch for those students who have reached the maximum charge amount of \$12.50.

## Breakfast

Green City offers a breakfast program. Breakfast may be purchased each day. Menus will be outlined on the monthly menu sent home with the students. Breakfast will be served between 8:00 a.m. and 8:20 a.m.

## Free and Reduced Priced Lunches

Applications for free and reduced priced lunch/milk are provided to all homes in a letter of notice to parents. Additional copies are available in the school office. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted anytime during the school year.

## Cafeteria Prices

<b>Full Price Meals:</b>		<b>Reduced Price Meals:</b>	
Student Breakfast	\$1.40	Student Breakfast	.30 cents
Student Lunch	\$1.90	Student Lunch	.40 cents
Adult Breakfast	\$1.65		
Adult Lunch	\$2.40		
<b>Extras:</b>			
Snack or Extra Milk	.30 cents		
Extra Entrée	\$1.00		

# ELIGIBILITY POLICIES AND PROCEDURES CO/EXTRA CURRICULAR

## ATTENDANCE

If Schools is in Session: Students who miss classes on date of contest or practice without being excused by Principal shall not be eligible to participate on that date. If a student goes home sick, they are not eligible for practice or games on that day. Students must be in school all day following the day of participation unless excused by the Principal (IN ADVANCE) or they will be ineligible for the next event.

If School is **NOT** in Session: Students who are absent on the day of an event must be at school on the day prior to the event.

*If a student misses class(es) without being excused by the principal, the student shall not be eligible on that date. MSHSAA*

The following schedule for determination of eligibility and imposition of suspension will be implemented.

1. If activity is a MSHSAA event, students must meet all eligibility requirements set forth by MSHSAA.
2. Any student failing a class may be required to attend tutoring after school.
3. Any student receiving an incomplete grade because of failure to promptly complete work will be placed on the ineligibility list. Incomplete grades resulting from illness or other special circumstances during the last week or two a grade period may be exempted.
4. Students displaying unacceptable citizenship behaviors may be suspended from participation in extra-curricular activities.

5. Each coach and sponsor shall establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines shall be on file with the principal.

## ATTENDANCE AT AFTER SCHOOL ACTIVITIES

In regards to attendance, a student must be at school for at least 8 of the 8 periods on the day of the activity to be eligible to attend. The hours absent must be prearranged by the parent/guardian.

Students with three or more failing grades at any grading period may not attend after-school activities except prearranged tutoring. This includes attending games, dances, practices, etc. Students become eligible to attend activities if they are passing five or more classes at the next grading period.

Students receiving failing grades in one or two classes may attend after school activities in addition to tutoring if they fill out an educational improvement plan for each class they are failing. All signatures must be on the forms and approved by the teacher and principal.

Students who are under suspension, in-school or out-of-school, cannot attend after school activities

## ACTIVITIES AND ATHLETICS

Participation in extracurricular activities is encouraged. This policy covers those groups, organizations, and activities, which do not receive academic credit. Such participation is an additional form of education, individual growth, and development opportunity for the individual student.

While extracurricular activities do offer educational experiences, they are a privilege. As such, extracurricular activities may be withheld from any student as a condition of discipline. Furthermore, all policies, which apply to the regular school day, also apply to extracurricular activities. In addition, coaches and sponsors may establish policies for their groups in addition to those stated herein.

MSHSAA requires students to be enrolled in and pass at least 5 periods per semester to be eligible to participate in extracurricular activities.

## CITIZENSHIP

Students who represent a school in interscholastic activities must be **creditable** citizens and judged so by the proper school authority certifying a list of students for competition. **Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens."** Conduct shall be satisfactory in accord with the standards of good discipline. – MSHSAA. **STUDENTS WHO DO NOT REPORT A SELF INCIDENT WILL AUTOMATICALLY LOSE ELIGIBILITY FOR 60 DAYS.**

## ELIGIBILITY FOR HOLDING OFFICE

Officers in all classes and school sponsored organizations should have a positive attitude toward school, maintain satisfactory grades, and serve as role models for the other members. Educational Improvement Plan guidelines shall also apply.

Officers whose schoolwork becomes unsatisfactory shall be removed from office. In addition, officers whose conduct becomes unsatisfactory as determined by the members of the organization or by a committee of the faculty or the administration, shall also be removed from office.

## PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In addition to the eligibility rules and regulations established by the MSHSAA, The Green City R-1 Board of Education has established the following:

In order for students to be eligible to participate in all extracurricular activities, the student must have passed all classes as detailed below.

Eligibility shall be determined eight times per school year, on the 22nd day of each quarter and at the end of each quarter.

Students failing at mid-term (the 22nd day of each quarter) may remain eligible if they obtain and actively participate in an approved tutoring program for the subject(s), in which they are receiving failing grade(s). Tutoring programs shall be approved by the Administration.

Students failing any class at the end of any quarter shall become ineligible until the 23rd day of the following quarter, provided they are passing all classes at that time.

IEP students who are mainstreamed will follow Option Two of MSHSAA handbook: "The second option is for the IEP Committee to determine that a modification of the academic requirements or grading policies is necessary to reflect the needs of the Handicapped student. In this situation, the modifications may include alterations in the type of assessments to be given the student, the number of such assessments given a student, the amount of time the student will be allowed to take the assessment, etc. The IEP Committee may also determine that grades will be determined on the basis of the student's progress towards achieving specific goals and objectives from the IEP rather than standard assessments given other students. If this type of modification is made, the IEP Committee is responsible to specify the amount of progress which will be necessary to document that standard progress is being made by the student".

## **PHYSICAL EXAMINATIONS**

Physical exams are required of all who participate in athletics. Forms are available from the coaches or in the principal's office. They may be taken to the physician of your choice.

## **SPORTSMANSHIP**

The Green City R-1 Board of Education and Administration support the Missouri State High School Activities Association (MSHSAA) in their quest for excellence in sportsmanship by coaches, players, and fans. In an attempt to improve the quality of sportsmanship of those involved in athletics, the Green City R-1 Board of Education has instituted the following policy.

### PLAYERS

Any player receiving their first technical foul for un-sportsmanlike conduct shall be taken out of the game.

Any player receiving their second or succeeding technical foul, in a sport season, for un-sportsmanlike conduct shall be taken out of the game and shall be required to appear with the Coach before the School Board at the next meeting.

Technical fouls received for having the wrong player number in the scorebook or for hanging from the rim shall not apply.

MSHSSA has developed a Concussion Return to Play Form that will be distributed to all student athletes. In order to return to sports, 3 rules must be followed: **1.** Athletes should not return to practice or play the same day that their head injury occurred, **2.** Athletes should never return to play or practice if they still have ANY symptoms, **3.** Athletes: Be sure your coach and/or athletic trainer are aware of your injury and symptoms, and that they have contact information for the treating physician. A signed medical evaluation release form must be presented to the coach and/or athletic trainer before a student athlete may resume play.

## **TRANSPORTATION**

Students are expected to accompany the team/squads on all out-of-town trips using the mode of transportation arranged by the school. Any deviation from this policy requires the following:

- A. A request by the parents or guardian must be made personally by signing a release form at the activity.

- B. Under special circumstances, pre-arrangement may be obtained for the student to ride home with another adult after obtaining approval from the principal and the head coach. A note and phone call must be approved through the office on the day of the event.
- C. Under emergency conditions, the coach in charge of the team/squad will use his/her best judgment in approving any requests.

Any incidents, which occur that are not covered by these guidelines, will be reviewed on an individual basis and decisions related to penalties will be made by the school administration, athletic director and head coach/sponsor.

## **GUIDANCE SERVICES**

The Board of Education supports a systematic program of Guidance and Counseling which will be provided to all students from kindergarten through twelfth grade. This program will be a total education process with a priority of assisting students in reaching their full potential in their personal and educational development.

The Guidance and Counseling program may include the following areas:

1. Counseling
2. Developmental Guidance
3. Testing
4. Orientations, Registration, and Scheduling
5. Referrals

### **ADMISSION OF RESIDENT STUDENTS**

All students, five to twenty-one (5-21) years of age, which reside within the boundaries of the District, may attend District schools tuition free. In order to “reside” within the District, the student must be physically domiciled within District boundaries. The domicile of a minor student is generally the domicile of the student’s parent/guardian.

A student may only register in the District if the student provides proof of residency or if the student or parent/guardian requests a waiver from the Board of Education on the basis of hardship or good cause. Parents/guardians will be required to sign a “Proof of Residency” form at the time of enrollment. If the Superintendent has reason to suspect that the admission of a student will create an immediate danger to the safety of others, a hearing will be convened within three (3) working days of the request to register. At the hearing, the District will determine whether the student may enroll.

### **ADMISSION AND WITHDRAWAL**

The admission of all students shall be under the direction of the Superintendent, subject to the approval of the Board of Education. All persons seeking admission to the District and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law. Students entering the School District will be required to present a birth certificate or some other acceptable proof of age.

Students who are entering kindergarten or first grade are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance.

### **ASSESSMENT AND REFERRALS TO OUTSIDE SERVICES**

The counseling staff, in consultation with other staff members, is responsible for the initial assessment of student’s academic progress as well as personal/social concerns. Where necessary, the District will make

available responsive services including individual and small group counseling, crisis counseling, referral to other agencies or professional resources, and vocational and educational placement. The District will cooperate and assist other agencies with the diagnosis and treatment of students referred for responsive services. Student information will not be provided to outside agencies until the student's parents/guardians have signed a release of information form. Except as required by law, the cost of diagnostic and treatment services provided outside the District is the sole responsibility of individual parents/guardians.

## CADET TEACHER

The role of the Green City R-1 Cadet Teacher is to act as a volunteer mentor for younger students under the supervision of the classroom teacher. The Cadet Teacher may be involved in assisting younger students in any academic area. As a mentor, the Cadet Teacher is to model his/her best qualities for younger students to copy. He/She is to be patient, courteous, encouraging, and helpful to students.

### Qualifications of a Cadet Teacher:

- ◆ Must be a senior
- ◆ Maintain a 2.5 cumulative GPA
- ◆ Complete appropriate paperwork required from Cadet Teacher supervisors
- ◆ Maintain a good working relationship with supervisors and students
- ◆ Behave in an appropriate, professional manner
- ◆ Show good citizenship
- ◆ Have 90% attendance rate
- ◆ Must **not** be participating in the School-to-Work Program
- ◆ May only serve as a Cadet Teacher during **one period**
- ◆ May **not** also be a Teacher's Aid

## COURSE WAIVER

The following Agricultural Education courses may be used in the three for one science waiver for high school graduation:

- Agricultural Power 1 & 2
- Agricultural Science 1 & 2
- Animal Science
- Conservation of Natural Resources
- Crop Science
- Floriculture
- Food Science and Technology
- Forest Management
- Fruit and Vegetable Production
- Greenhouse Operation and Management
- Landscaping
- Nursery Operation and Management
- Turf Management
- Biotechnology
- Equine Science
- Veterinary Science

## EARLY GRADUATION

Graduation, with no attendant privileges, will be allowed any time after seven (7) semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and local School Boards for those students who are enrolled in higher education or enlisted in the military. Early graduation should be part of a cooperative plan arrived at by students, their parents/guardians, and the school. This plan is to be established one semester before early graduation would be effective. Students who participate in early graduation will not be eligible to be the Valedictorian or Salutatorian.

The above requirements may be modified in exceptional cases with approval of the Board of Education, upon recommendation of the Superintendent.

## REQUIREMENTS FOR GRADUATION

### Class of 2011 and beyond

4	Language Arts	3	Social Studies
3	Math	3	Science
1	Fine Arts	1	Practical Arts
1	Physical Education	.5	Health
*10	Electives	.5	Personal Finance

28 Total Credits to Graduate, U.S. & MO Constitution for class of 2012

28.5 Total Credits to Graduate, U.S. & MO Constitution for class of 2013

\*Vo-Tech COMPLETERS will have 2 electives waived

#### Graduation Requirements – Students with Disabilities

Students with disabilities must meet graduation requirements outlined in District Policy subject to Individual Education Program (IEP) modifications.

## JUNIOR-SENIOR HIGH CURRICULUM INFORMATION

The need for long range planning is a significant factor in each student's success in high school. The needs, interests, and aptitudes of each student should determine the educational program each would follow. The importance of following course sequences and prerequisite courses cannot be over emphasized. The advice of friends or the desire to follow an "easy" program is not a sound basis for selecting a program of study.

Students will receive assistance from school personnel in selecting a program of study that will best meet their needs. Once a program has been selected, the student will be expected to follow that program for the year. Only in unusual cases will students be permitted to change their agreed upon schedules.

The Green City school system conducts an extensive testing program to help students decide on the proper program. This information plus other student records will be reviewed by teachers, counselor, and principal; students will be placed in the mathematics courses which are most appropriate for them and in which they will be most likely to succeed.

For full Sophomore status, a student must have earned at least 7 credits. For full Junior status, the student must have earned a total of 14 credits. To qualify for full Senior status they must have earned at least 21 credits and be enrolled in enough classes to meet graduation requirements. In the 2010-2011 school year credits were changed to accommodate a eight (8) period day.

	2011-2012
Sophomore	7 credits
Junior	14 credits
Seniors	21 credits

## PROMOTION AND RETENTION

The Green City R-1 District is committed to the continuous development of the students it serves. The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the school will be promoted annually from one grade level to another upon completion of satisfactory work. However, a student may be retained when his/her standards of

academic achievement or social, emotional, mental, or physical development will not allow satisfactory progress in the next higher grade. Retention will be based on the recommendation of an educational team consisting of one or more teachers and the building level administrator.

Consistent with state law (House Bill 889), students with reading ability levels more than one grade level below their current grade level will not be promoted to a higher grade level until a district and parent approved program of remediation is complete. Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at higher levels.

This limitation on promotion will not apply to students qualifying for/receiving special education services pursuant to state law.

Parents/Guardians will receive prior notification and explanation concerning the retention. Parents are encouraged to support the decision made by the educational team. The final decision regarding retention will be made by the administration.

## **PSYCHOLOGICAL TESTING OF STUDENTS**

Psychological tests administered to students by qualified District personnel or appropriate diagnostic agencies will ensure quality psychological services in the District, and will protect the educational rights, dignity and privacy of students and parents/guardians.

Psychological evaluations will be made only after informed and written consent of the student's parent/guardian is obtained. A conference will be held with the parent/guardian to review all test results and the student's specific educational needs in the educational program. Psychological data are only partial criteria for determining any change in a student's educational program. Psychological data older than three years shall not be used as the basis for prescriptive teaching or placement.

All psychological services provided by the District or agencies contracted by the District will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological services.

## **SCHOOL-TO-WORK INTERNSHIP**

An internship is an out of the classroom learning opportunity. Demonstrating responsibility, dependability, trustworthiness, and maturity are essential to participate in this opportunity. While in an internship position, you are expected to act as an adult member of the community. As an intern, one may be paid or may be working as a volunteer. Compensation is at the mentor's discretion. The goal of interning is to provide students with a learning environment outside the classroom.

- ◆ Internships are expected to be consistent with students' career pathway and goals.
- ◆ Internships may be scheduled to leave after 4<sup>th</sup> period. Exceptions may be made.
- ◆ Students are required to either be at school or at their work site as scheduled on the school calendar. If the business would have a vacation day while school is in session the student is expected to come to school during the scheduled work hours. However, if school is not in session, but the work place is open for business, it is the responsibility of the student intern to establish with their work place supervisor, if the student shall work or not. Time worked beyond the regular school hours may be agreed upon by the student and the cooperating business supervisor.
- ◆ Student interns are responsible to share with employers the school calendar.
- ◆ Student interns are to telephone employers if they will be late or absent. Student interns are only allowed three absences a semester; consistent with the school calendar employers have strict guidelines regarding attendance. We must have similar expectations in order to create and maintain working relationships with businesses.
- ◆ Students and their employers are to notify Patsy, the school secretary, if the student intern is tardy or absent.
- ◆ Student interns must sign in and out in the office.
- ◆ Student interns may leave when they are dismissed from their block classes. They are to report to their site on time.

- ◆ Student interns receive ½ credit per period, per semester. An intern's grade will be determined by activity logs, time sheets, and evaluations from mentors, and the timely manner in which they are received. Weekly activity logs and time sheets are required. Late time sheets and evaluations will result in deducted points from the student intern's grade.
- ◆ Non-paid student interns are required to provide proof of medical coverage. This means that interns would not be covered by workman's compensation insurance in the case of an accident. The only way an intern can be placed with a business is that the intern agrees that they will be responsible in the case of personal injury.
- ◆ If any internship is not a positive experience for the mentor or the student, the student will be removed from the job site and credit for the experience may or may not be issued at the discretion of the supervisor and principal, given the circumstance for termination. Student will resume a regular classroom schedule.
- ◆ Students are not to change internship sites without the permission of the school supervisor and principal.
- ◆ Confidentiality is an issue that must be addressed when being placed in a business. Students must know that all privileged information remains confidential.
- ◆ The purpose of this program is to help young adults gain information that will be useful as they develop their educational and career goals. To do this, students must always show courtesy and respect to the businesses and their employees that take time from their workday to mentor and help student interns.
- ◆ At all times a student intern must be honest and demonstrate integrity with their employers and supervisors. Dishonesty can result in losing the privilege to leave the high school campus and the job placement.
- ◆ All internship application information must be returned prior to the student participating in the school-to-work program, which includes School-to-Work application, student intern contract, business contract, and proof of auto and medical insurance coverage. If a student intern is involved in an accident, they are responsible in the case of personal injury.

## WEIGHTED CLASSES

**BUSINESS:**  
Accounting 2

**SCIENCE:**  
Physiology-Anatomy  
Chemistry  
Physics  
College Biology  
Zoology

**LANGUAGE ARTS:**  
Language Arts 4  
(English I01,102)  
College Speech  
College Spanish  
German II

**SOCIAL STUDIES:**  
Psychology  
Sociology  
Economics

**MATHEMATICS:**  
Algebra 3-Trigonometry  
(College Algebra)  
(College Trigonometry)  
Algebra 2  
Pre-Calculus  
Statistics

**FINE ARTS:**  
College Music Appreciation

Weighted classes are given a 20% increase on the 4.0 grading scale due to the added difficulty of the class. Please see the chart below:

Grade	Regular class	Weighted class
A	4.0	4.8
B	3.0	3.6
C	2.0	2.4
D	1.0	1.2
F	0.0	0.0

\*Any course available for dual credit enrollment qualifies as a weighted class although it may not appear on the list.

## VALEDICTORIAN & SALUTATORIAN

Valedictorian is chosen by highest cumulative G.P.A. Salutatorian is chosen by second highest cumulative G.P.A. Senior students must have attended 4 semesters at Green City High School to be eligible for these awards.

## VIRTUAL INSTRUCTION

The District may also recognize and assign credit for courses offered through other electronic media courses such as satellite video courses, cable video courses, interactive education television consortium, and computer-driven or on-line courses. Students may also be awarded credit for satisfactorily completed course work from accredited institutions. Students and their parents/guardians should consult with their school counselor to determine whether satisfactory completion of such work is eligible for award of District credit. This discussion should occur prior to enrollment in such programs.

## HEALTH AND SAFETY

### DO NOT RESUSCITATE (DNR) ORDERS

No student will be denied life-sustaining activities irrespective of the presence of a Do Not Resuscitate Order (DNRO). The District is an open, with input from parents and medical professional, to consider alternative life sustaining procedures.

### EMERGENCY DRILLS

#### Fire Drill

The signal for a fire drill will be the ringing of the fire bells and the strobe of the lights. Once students have exited the building they are not to leave their designated area and are not to reenter the building for any reason until a member of the faculty gives permission to do so. A practice drill will be run early in the year to familiarize faculty and students to the alarm. Directions as to which exit to use are posted in each room.

#### Tornado Drill

Tornado drills will be carried out at least twice a year. The signal for a tornado drill will be a series of short rings of the bells. Remain calm. It is very important that there be no talking so that instructions may be heard. Once the students have arrived at their designated area, they are to remain in a squat position, head down, with their hands and arms covering their heads to protect themselves from flying debris. Students are not to face any windows or to leave the designated area until they receive instruction from a member of the faculty. Evacuation procedures will be posted in each room.

#### Earthquake Drill

Earthquake Drills will be carried out at least twice a year. The signal for an earthquake will be a series of short, long, short, long bells. Students, teachers and school personnel should take cover under desks, tables, or other furniture in a tucked position with arms and hands protecting the head. Evacuation procedures will be posted in each room.

### COMMUNICABLE DISEASES

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators", a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of school nurse.

## **PHYSICAL EXAMINATIONS**

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless State or Federal law specifically mandates the examination to be the responsibility of the school.

## **SCHOOL NURSE**

### **The Role of the School Nurse**

- Health and safety needs of the students while ensuring the least amount of missed class time.
- Ensure confidentiality.
- Follow the guidelines & meet requirements of the School Health Contract.
- Resource for administration, faculty, parents & students.
- Ensure compliance with immunization laws and maintain student health records.
- Evaluate & monitor communicable diseases & implements strategies to prevent the spread of disease in school.
- Conducts health related classroom instruction.
- Serves as a liaison with parents, physicians, & other agencies to provide medical care & assistance to students/families.
- Commitment to student's individual safety.
- Support optimal learning through good emotional and physical health.
- Co-ordinate and conduct health screenings.
- Assist special education team to with students with special health care needs.
- Review and understand laws, regulations, and rules that address school health program issues.

### **Things the School Nurse Cannot Do**

- Remove splinters and ticks.
- Make medical diagnoses. **Parents and students will be advised to contact their Doctor.**
- Give any medication over-the-counter or prescription without written parent permission &/or Doctor signed form.

## **Concerns for Green City R-I Schools**

- All forms & health-related referrals not completed. This can result in jeopardizing the School Health Contract that helps to fund the School Health Program. Parental involvement and co-operation is vital.
- Students coming to school that are too sick to complete school activities.
- Older students calling parent to come and get them when they aren't feeling well without permission. This results in non-excused absences.
- Students bringing prescription and non-prescription medications from home to be delivered to the school nurse.  
PLEASE SEE MEDICATION SECTION ON PAGE 2 FOR NEW CHANGES.

## **Health History and Emergency Release Cards & Information**

- To be completed by parent/guardian and returned to the nurse on or before the first day of classes. No treatment can be given without these completed with updated information. All spaces to be completed, this information is used to meet requirements of School Health Contract and provides Emergency Information for each student. A list of students not returning form during first 2 weeks of school will be given to their principal.
- Please update phone numbers/emergency contact information to the nurse as needed throughout year.
- Notes will be given to PreK-6 grade students if given any over-the-counter medications given by mouth.

## **Admission to Nurse's Office and Health Assessment Given**

- Except for emergencies all students must have a pass from their teacher. Type of pass will be determined by grade level.
- If a child is seen in nurse's office recurrently, he/she will only be allowed to come during lunch, recess, or PE unless we have documentation from your family doctor indicating the reason your child needs frequent absences from the classroom to see the nurse.
- Students taking regularly scheduled medications must have required documentation completed. See forms in handbook- feel free to make copies as needed.
- First Aid and emergency treatment is given for health problems arising at school. If a treatment (example: ice) is started at home and needs to be continued at school please send a note with instructions.
- If a student has a fever over 100° and/or is too ill to stay at school, parent will be called and student sent home. Students wanting to go home with no fever will usually be requested to rest in the nurse's office for further monitoring.
- Students are not to call home for parents to come & get them without going to the nurse first.
- Children are not to be sent to school if they are too ill to function at school. We realize not all illnesses need an immediate doctor visit; so please call the school nurse, Joann Anderson, RN, and if she deems it necessary for your child to stay home, it will be an excused absence.
- If the child may have a contagious condition (Strep throat, chicken pox, pink eye, flu, ring worm, impetigo, other unknown rashes, etc.), contact the school nurse if you do not seek immediate medical attention. If your child is seen by a doctor for one of these diagnosis, they may return to school the next day, after seeing the doctor and starting treatment for this condition. However, they should not return if their temperature is above 100 or vomiting is present-again contact the school nurse and send doctor's note with the student upon returning to school.

### Medication Administration

The following that parents are to understand and agree to when requesting their child be given medications at school.

- Student health information is confidential under FERPA, and school personnel, needing to know, have access to it.
- To coordinate and work with school personnel and the physician if questions arise.
- May cancel the request and/or retrieve the medication from the school at any time.
- Prescription medication must be brought in the original pharmacy container with a clearly printed label to school, (ask the pharmacist to divide the med. into 2 bottles so one can be kept at school and one at home). A parent or another responsible person that is not school age MUST bring it, and deliver it to the school nurse or designated personnel.
- When Controlled Medications are brought to school, the person delivering the medication is to count the medication with the nurse or designated personnel and both are to sign the medication count record.

- Medication will be destroyed if it is not picked up within one week after the order ends or when school is over.
- School nurse has parent permission to exchange verbal/ written communication between the physician and the pharmacy.
- The first dose of any medication will not be administered at school.
- The school and its employees will not be held responsible should the student have any type of reaction related to med. administration.  
All medications are kept in the nurse's office except for students needing to carry an inhaler or epi-pen who are in grades 7-12 with the required documentation.

### Medication Delivery to the Nurse's Office

- Due to the potentially serious risk of students carrying any medication- prescription or non-prescription- Students are not to be in possession of any medications- except for emergency medications for grades 7-12 with completed documentation.
- The following steps will be taken if students are in violation:
  1. 1<sup>st</sup> Offense-Parent/Guardian notified by both nurse and principal of the medication policy. At the nurse's discretion the med. may or may not be administered. Specifically if it is a loose pill not in an original container properly marked then it is not to be administered, no dr. order and written parental consent then the med. will not be given. Meds will only be released to a parent/guardian if they need to be returned home. This will be the same in all cases.
  2. 2<sup>nd</sup> offense: Detention. Nurse and principal will again notify the parent/guardian.
  3. 3<sup>rd</sup> offense: In school suspension. Parent will be informed by nurse and principal again
  4. 4<sup>th</sup> offense: 3 day suspension

### Prescription:

- Must have signed Authorization Form. Form included in Handbook.
- Must be in the most recent pharmacy container with Date, Name, Medication Name, Dosage, Health Care Provider's Name, and administration Instructions.
- Short-Term Meds - Only doses needed at school in original container. Pharmacy label & a written request from parent will usually do (per nurse's discretion) in place of the signed Authorization Form from the Dr.
- If pills need to be split, **to be completed by the pharmacist, this is critical to ensure proper dosage.**
- Medications taken 1-3 times a day- need to be given outside of school hours unless the Dr. **specifies a time** that it must be given between 8:00-3:15. This will help ensure that student's don't miss doses if left at school overnight and will be more convenient for parents since students are not allowed to be in possession of medications.

### Non-Prescription (Over-the-Counter-OTC)

- Only FDA approved Over-The-Counter meds will be given.
- Must have signed permission on back of Health History form with medications to be given indicated on list.
- Will be given as needed according to the printed label directions.
- If student requires OTC meds. not available in nurse's office (except cough drops) - written parental permission with date, name, medication, dosage, time to be given, time of most recent dose at home, & reason it is to be given at school is required. In original, previously unopened container with pre-printed directions & expiration date.
- Cough Drops are not provided. Students may have them if:
  1. Parents bring them to be kept in nurse's office. And mark the permission form for them to be given as needed.
  2. If a student has a severe enough cough to require cough drops long term; the nurse may call the parent to discuss the need for the child to be evaluated by the Dr. to ensure there isn't a more serious underlying cause.

**Students below fourth grade strongly discouraged from using cough drops due to**

**choking risk.**

- Allergy/Cold/Cough meds. not provided. Benadryl is used only for an allergic reaction.

### Health Screenings

- State-recommended screenings for specific grade levels. Parents may call the school nurse for specific screenings for their child's grade level.
- Notify nurse in writing by September 15, 2010 if student not to be screened-this is required annually.

### Immunization Requirements

- Requirements from Missouri Department of Health for Preschool and Kindergarten – 12<sup>th</sup> Grades have been **changed** as follows.

#### Daycare, Preschool, Nursery School Children

Effective July 1, 2010 the following new requirements will be implemented:

- Age appropriate pneumococcal conjugate (PCV) for children attending day care, preschool or nursery schools caring for ten or more children.
- For all children who have had varicella (chicken pox) disease, a licensed doctor of medicine (MD) or doctor of osteopathy (DO) may sign & place on with the child care facility a written statement documenting the month & year of previous disease as satisfactory evidence of having had the disease. Parental/guardian statements of disease will no longer be acceptable beginning July 1, 2010.

#### School Children

- Second dose of varicella (chicken pox) for all children entering kindergarten.  
If the Kindergarten child has had varicella (chicken pox) disease, it must be verified as above.  
This rule change applies to children entering kindergarten and thereafter. For children enrolled in grades one (1) through five (5), only one dose of varicella is required.
- Tdap (tetanus, diphtheria, and pertussis) vaccine will be required for all incoming eighth (8<sup>th</sup>) grade students if the child has not received a Td booster within the past two (2) years.  
For children enrolled in 9 through 12 who have not received a single dose of Td, it is highly recommended they receive a single dose of Tdap as their catch-up booster instead of Td or receive one dose of Tdap two years after the last Td dose.

### Elementary Students/Extra Clothes

- An extra set of clothes need to be kept in the student's classroom.
- The only extra clothes available at school are underwear and socks.

### Head Lice

- Missouri Dept. of Health, National Association of School Nurses, & American Academy of Pediatrics- DO NOT support exclusion of otherwise healthy students from school that have signs and symptoms (s/s abbreviation for signs & symptoms) of head lice.
- Over-Treatment with chemical based shampoo is occurring and can be harmful to children.
- If a student is found to have s/s of head lice while at school, parent will be contacted and given the option to come and get the child. Siblings will be checked.
- Studies show that a child with active case of head lice has likely had it for a month or more.
- Confidentiality is extremely important to avoid embarrassment of the child.
- Instructions will be given to parents as needed for treatment to be used that night as this is in the best interest of the child.
- Parents are asked to call the school nurse the morning of the next school day to help ensure follow-up, proper treatment, and assistance with problem solving.
- If follow-up call **not** completed and/or the child has another occurrence within the next month, or the child has a severe infestation it may be determined the child be excluded from classes without a note from the doctor or health department that confirms no s/s lice remain.
- Due to lack of evidence that mass screenings help with control of head lice, these will be limited to the discretion of nurse and administration.
- Primarily parents responsibility to check children weekly for s/s and initiate appropriate treatment. Avoid over treatment by consulting Doctor or health department for accurate diagnosis.
- An informative and scientific-based website on the topic of Head Lice can be accessed at <http://www.hsph.harvard.edu/headlice.html>

### The Vision Law

- A new vision law was enacted in the 2008-2009 school year. Missouri law requires Green City R-1 to obtain proof that every student enrolling in kindergarten or first grade has received one (1) comprehensive vision examination performed by a state-licensed optometrist or physician. Proof must be submitted to the district no later than January 1 of the year the student is first enrolled in the

district. The law allows for the parents to opt-out if that is the parent(s) wishes. Please ask for an opt-out form if you would like one.

- As of now, the Lions Research Foundation provides a comprehensive eye examination free of charge for students in the following: PK, Kindergarten, First and Third grades.

### **Students with Special Health Care Concerns**

- Students with Special Health Care Concerns- Example- Life threatening allergies, Asthma, Seizures, etc- must have a signed written emergency action plan at the beginning of each school year to provide specific orders from the dr. to follow in the event that the child has a medical emergency at school.
- Parents are asked to complete specific documentation for each school year.
- It is in the child's best interest and safety to provide the above documentation and any required medication(s) &/or supplies on or before that first day of school.
- If the above documentation and any required medication(s) &/or supplies is not received by the school nurse within 2 weeks of the start of school- the parent will be contacted about this concern by the principal. Depending on the severity of the Special Health Care Concern- other consequences may result.
- Forms for Documentation will be mailed to parents in the summer for completion before school starts. It is in the planning stages that these and other health related forms will be available in the future on the school website.

I encourage you to keep this information and refer to it as needed. Also always know that your phone calls and visits are welcome to my office. My e-mail address is [janderson@greencity.k12.mo.us](mailto:janderson@greencity.k12.mo.us) , you may also contact me that way. I look forward to another successful year as we work together to promote our student's/your child's best educational outcome.

Joann Anderson. RN

## **MISCELLANEOUS MATTERS**

### **A+ Citizenship Requirement**

Student's eligibility for the A+ School Financial Incentives is based on their ability to meet five requirements during a three-year period prior to graduation with one of those requirements being: "a student must maintain a record of good citizenship and avoidance of the unlawful use of drugs." **The student is responsible for maintaining all of the requirements under the A+ program on a year-round basis, from the first day of school of their freshman year until their date of graduation from high school.** In an effort to set forth the parameters of good citizenship, Green City R-1 A+ participants shall understand that the following guidelines will be followed in establishing good standing.

Any student receiving a drug/alcohol related conviction or convicted of a felony will not be eligible for A+ incentives. Furthermore, other criminal convictions will be reviewed by the citizenship committee, (see final paragraph) which shall meet annually for the consideration of information on this requirement of the program.

Likewise, activities within the school setting are an important part of determining good citizenship; therefore, the citizenship committee will review in-school discipline reports looking at the severity, frequency, and circumstances in regard to students who participate in the A+ program. In addition, the committee will refer to the Citizenship Guidelines for Extra-curricular activities, which are located in the Student Handbook. Students who are found by the committee to have not demonstrated good citizenship will be notified in writing and will then have an opportunity to appeal the committee's decision through a due process appeals procedure outlined in the final paragraph of this document.

Probation within the A+ Program is used with the understanding that even the best student makes mistakes. Probation is designed to recognize this characteristic in young people; however, receiving the A+ Incentive is a privilege and should be treated as such. Students who are designated A+ should demonstrate distinctive qualities and be role models for other students; their character and ethics should meet high standards. A student will be placed on probation for one semester for the following infractions:

1. More than one academic reassignment.

2. Any referral for out-of-school suspension.

If no further disciplinary action occurs, the student will be returned to full A+ status following his/her probation. Any senior who has been placed on probation for his/her final semester of school will be considered in good standing in the A+ Program at the end of the final semester if no further misdeeds occur prior to graduation.

A student may be removed from the A+ Program under the following circumstances:

1. Within the school year, the student receives 2 or more cumulative out-of-school suspensions.
2. Within the semester while on probation, the student commits another offense that would result in another probationary action.
3. Within his/her high school career, the student receives two semesters of probation (these probations do not have to occur in consecutive semesters).
4. The student is convicted of a felony that is verifiable and is either a matter of public record or is communicated to school officials in compliance with the Safe Schools Act.
5. The student is convicted of three or more misdemeanors (other than for moving traffic violations).

Students and parents/guardians must notify the A+ Coordinator of their intent to appeal a decision that is made dealing with discipline or probation within 10 school days of the reported committee decision. The A+ Coordinator shall then convene the A+ Appeals Committee for consideration of the appeal within 10 school days of the written intent to appeal. The committee shall hear the appeal and return its decision to the student and parents/guardians within 5 school days. The student and parents/guardians may follow a course of appeal to the school board in writing within 10 school days of receiving the decision of the Appeals Committee. A final appeal to the school board would be conducted at the next regularly scheduled board meeting.

## ASBESTOS PUBLIC NOTICE

The Green City R-1 School District has asbestos in the elementary and high school buildings. All of the asbestos is non-friable and does not pose a health threat as long as it is not disturbed. The district has been gradually replacing objects which contain asbestos. The district has an asbestos management plan located at 301 Northeast Street. If you have any questions, please contact Donnie Campbell, Superintendent of Schools for the Green City R-1 School District, at 660-874-4128.

## BUS ROUTES

Bus drivers are listed in the order they will line up in front of the school at the end of the day.

<b>Bus #</b>	<b>Driver</b>	<b>Home Phone</b>	<b>Location of Route</b>
14	Wendell Bowman	344-2361	North & West Green City
1	Dennis Foster	874-4465 Cell 341-9745	Green Castle
9	David VanVelzer	874-4740	Pennville – North Green City
12	Paul Kimmel	874-4860	Winigan-East Winigan
9	Vern Stottlemyre	857-3636	SW Mystic-West Winigan
8	James Snyder	874-4326	South Green Castle-MysticArea

Buses will unload each morning west of the school around 7:55 a.m.

Buses will load west of the school starting at 3:14 p.m. each regular day and at 12:45 p.m. on early dismissal days.

Occasionally as a result of activity trips or maintenance, drivers may drive an alternate bus. This will of course mean that their bus number will be different.

A copy of the bus rules is located in the student conduct section of this handbook. Please remind your child or children that no food or drink is allowed on the bus routes.

AT TIMES STUDENTS WILL NEED TO GET OFF AT A DIFFERENT LOCATION THAN NORMAL. THIS MAY EVEN RESULT IN THE STUDENT NEEDING TO RIDE A DIFFERENT BUS THAN USUAL. AS YOU BECOME AWARE OF THIS INFORMATION, PLEASE COMMUNICATE THIS TO THE TEACHER AND BUS DRIVER IN A WRITTEN NOTE FORM. IF A NOTE IS FORGOTTEN PLEASE NOTIFY TO OFFICE.

Please fill out the students release information that will be placed on each bus and used for emergency situations.

## CLASSROOM RESPONSIBILITY

Students should accept the responsibility for coming to each class with their textbook, paper or notebook, pen or pencil, and any other supplies that may be required. Teachers will be justified in penalizing students who fail to meet this minimum obligation.

Students considered tardy if not seated in their assigned seats in the classroom by the time the tardy bell has finished ringing.

## DISTRICT NEWSLETTER

A district newsletter will be sent to all patrons in the district. It will come out four times a year. It will correspond with the academic quarters. If you are not receiving a newsletter please notify Kari Shoop (660) 874-4127, Karen Hale (660) 874-4126 or Melissa Howard (660) 874-4128.

## DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Green City R-1 with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Green City R-1 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Green City R-1 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Green City R-1 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 1, 2011**. Green City R-1 has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

**-Student's name**

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**-Participation in officially**

- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

## EARLY DISMISSALS

If schools are to be canceled due to inclement weather conditions, the superintendent will contact the area radio and television stations. Those cancellation reports will be broadcast several times between 6:00 a.m. and 7:00 a.m. Those stations are: **KIRX, KRXL, KTUF, KLTE, KRES**, and TV station **KTVO**.

## EARTHQUAKE SAFETY FOR MISSOURI SCHOOLS

**The New Madrid Seismic Zone Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### **Prepare a Home Earthquake Plan**

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

### **Eliminate Hazards**

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

### **Prepare a Disaster Supplies Kit for Home and Car**

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so.

(Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### **Know What to Do When the Shaking BEGINS**

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops**

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

*The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_241_,00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). **This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455***

## **MODEL NOTIFICATION OF RIGHTS UNDER (FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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

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

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [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 School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **GLOBAL CONNECT**

The Green City R-1 School District will be using the Global Connect system to let you know of early dismissals, snow days, and important events. This will be offered to everyone unless you contact your building secretaries to say you do not wish to be contacted.

## **STUDENT GROUP USE OF SCHOOL FACILITIES**

Pursuant to the Equal Access Act, District secondary schools will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

An activity is to be considered curricular if the subject matter is or will be taught in a regularly offered class; if the subject matter concerns the body of courses as a whole; if participation in the group is a requirement for a course; or if academic credit is available for participation. Extracurricular activities include activities organized and supervised under the auspices of the school. Extracurricular activities primarily involve students in activities occurring outside academic class time, for which no units of credit are awarded. Any

activity, which does not meet the definition of a curricular or extracurricular activity, will be considered no curricular.

## STUDENTS OF LEGAL AGE

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement and reporting.

## PARTY/DANCE RULES

- 1) When students attend a school party/dance, they are expected to stay in the school building until the party is over unless given permission to leave. Once student's leave, they are not permitted to return to the party/dance unless permission has been granted.
- 2) All regular school rules apply to students and guests at school parties.
- 3) The use of tobacco, alcohol, or drugs will not be permitted within the school building, on buses, or at any other location, where a school sponsored activity is taking place. Failure to obey this regulation may result in the loss or the privilege of attending future activities of this type, in addition to the other penalties.
- 4) Any out-of-school guests invited by students must be registered in the high school office by noon, 2 weeks prior, to the day of the party/dance. It is the responsibility of the student to inform the guest of all applicable school rules and to ensure his/her compliance with them.
- 5) The class sponsoring the party or dance will clean up the building and be responsible for any damage done to school or equipment. School parties and dances shall be over no later than 11:00 p.m., unless by special arrangement with the school administration.
- 6) All parties/dances will be cleared through the principal's office and scheduled at least one week in advance.
- 7) The sponsor will approve all purchases in advance and the money turned into the district office by the sponsor.
- 8) The Principal/Sponsor of the party is given full authority to determine the amount of light to be used at parties/dances.
- 9) The Junior-Senior Prom is intended for the members of those classes and their guests.
- 10) Seventh and eighth graders may not be invited to a 9-12 dance, including prom.
- 11) Seventh and eighth graders are not allowed to invite a guest to their parties or dances.
- 12) Dress for students at all school dances shall be semi-formal with the exception of the Junior-Senior Prom, which by tradition is understood to be a formal affair.
- 13) Class sponsors and the Principal will be in attendance at all dances.
- 14) Out-of School dates the age of 21 or older will not be allowed to attend a Green City R-1 Dance. Out of School dates must present identification with a picture ID and date of birth.
- 15) Any student that has been placed on suspension and has not re-entered school may not attend a Green City R-1 dance.
- 16) The ultimate discretion authority for all guests will lie within the Green City R-1 School District.

**All parties & dances are subject to random Breathalyzer tests given by the administration. (All out of school dates must use the Breathalyzer)**

## PHONE CALLS

Students will not be called from class to answer the telephone except for important calls. Students should not expect to be allowed to leave the classroom to make calls except in emergencies. Students may not use the office telephone without permission from the secretary or the principal. High School Students are **NOT** to use the telephone in the elementary office. A pay telephone is provided for the students' use in making long distance calls.

## PROM/AFTER PROM ACTIVITIES POLICY

The junior policy includes failure to participate in any fundraising activity: once—reprimand; twice—no prom.

If the student does not wish to participate in fundraising activities, they may sign a release form excluding them from any further duties. This, in turn, releases them from any benefits to be received.

No money that was earned, as part of a class activity will be refunded.

Students entering in their senior year would be required to pay an amount to be determined by sponsors and administration. Adopted by Green City R-1 Board of Education 8-11-94

Prom is a privilege and not a right. Students may lose attendance privileges by missing Saturday detention, disciplinary consequences and not meeting attendance requirements.

**Chaperones who would like to help at prom must follow the school volunteer policy. Otherwise, parents and community members will not be allowed at prom.**

A Breathalyzer will be used at the discretion of the administration at prom.

#### AFTER PROM ACTIVITIES

The school does not organize Parent group after prom activities. Therefore the school is not responsible for the activity or transportation laws that go to restricted licenses.

### **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Green City R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Green City R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Green City R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardian may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Green City R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the office during school hours. Arrangements to view the plan may be made by contacting Donnie Campbell.

## MODEL 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 parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

Green City R-1 has 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. Green City R-1 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Green City R-1 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. Green City R-1 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. 20202-8520

## **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

- 1) Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
- 2) Has a record of such an impairment
- 3) Is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the Green City R-1 school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Laura Olmstead or Ann Gray, 504 coordinators for the school district, at (660) 874-4127.

### **RIGHTS ACCORDING TO "THE NO CHILD LEFT BEHIND ACT OF 2001"**

The Green City R1 School District is required to inform 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 more consecutive weeks by, a teacher who is not highly qualified.

## **NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

### **Who May File a Complaint**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

### **Definition of a Complaint**

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible.

Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal Complaints Initially Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will

include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

### **Appeals**

#### **Appeal to the SEA**

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal. **Rev. 9/6/07**

## **STANDARD COMPLAINT RESOLUTION PROCEDURES FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America Schools Act (IASA).

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 the general supervision of the Department may file a complaint. Such a complain 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 complain must be filed and the resolution pursued in accordance with local district policy.

### **Title Grievance Procedure – Regulation 1621**

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details for the alleged violation. The Superintendent of Schools shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendents' response shall be provided each member of the Board. If complainant is not satisfied with such response, he or she may submit a written appeal to the board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation; determine the facts relating to the complaint and issue notice of his findings to the Board and the complainant. If the findings support actions taken by the Board of Education, the Board's action will stand.

For complaints concerning any federal programs please contact:

Ann Gray  
301 North East Street  
Green City, MO 63545  
(660) 874-4126 Fax (660) 874-4515

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

**Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.**

## **SCHOOL FEES**

1. Students may be required to pay for material used for **personal projects** in art, shop and vocational agriculture classes. The instructor will notify students when this is necessary.
2. Students will be assessed the cost price of all school items lost, broken or damaged. Payment of all such assessments must be made before any credit will be allowed for work completed.
3. The purchase of a school yearbook is optional.

## **SOLICITATION**

There shall be no solicitation except for approved school-related activities, sanctioned by the Principal and Superintendent.

## **STUDENT PUBLICATIONS**

The Board of Education encourages student production and distribution of publications, which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board of Education recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

## **SURVEILLANCE CAMERAS**

The Green City R-1 School district does have surveillance cameras filming at all times on the Green City R-1 school building, grounds, and busses. Our goal is not to catch students doing something wrong, but to prevent an incident from occurring. Parents and community members will not be allowed to watch footage of the cameras due to confidentiality.

## **SCHOOL VISITORS**

The Board of Education encourages parents and other citizens to visit the Green City R-1 School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. The administration shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and

extent of such visits. In exercising their discretion, the administration shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community. Visitors wishing to sell

#### Rules For Visitors To Schools Policy

##### A. General Requirements for Visitors to Schools:

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the building principal to remain on the school premises. All visitors shall be requested to wear an appropriate form of identification when on school premises.
3. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
4. Visits will be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks and while standardized testing or other student assessments are being conducted.
5. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
6. All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.

##### B. Exceptions to Visitor Requirements. Parents or Green City R-1 citizens who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from requirements in A. 1-5 above.

##### C. Visitors to Classrooms or Other Instructional Areas:

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a. remaining in a designated place or seat
  - b. refraining from speaking to students while the class or activity is in session
  - c. refraining from entering or leaving the area while an activity is underway
  - d. requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
  - e. requiring that the visitor be chaperoned
  - f. limiting the duration of the visit to particular times or length of time
  - g. limiting the activities of the visitor to a particular purpose(s)
  - h. designating particular routes of travel in the building or upon the school grounds.
3. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

##### D. Student Visitors

1. Student Visitors are NOT allowed.

##### E. Special Situations

1. Both custodial and non-custodial parents of a Green City student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
2. The administration has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

##### F. Salesmen/Marketing

1. Visitors who wish to market products to the Green City R-1 students must be pre-approved through the Superintendent and Building Principal.
2. Visitors who wish to market products to the Green City R-1 students will be allowed to do so in the cafeteria from 11:45 to 12:35, upon administration approval.

## **VOLUNTEER POLICY**

It is the intent of the Green City R-1 School District to foster, support, and encourage volunteer activities throughout School District programs. Volunteers can promote community involvement in schools while at the same time providing significant services to students, employees, and school programs by supplementing, but not substituting for the work of employees.

Typical volunteer opportunities include clerical work, assisting employees with assigned instructional and co-curricular programs, and helping with the supervision of students, either working directly with school personnel or independently, which requires a background check.

It also is the intent of the School District to take appropriate measures to help ensure protection of the students, the School District, and volunteers from safety and liability concerns that could arise as a result of volunteer efforts.

The requirements and responsibilities of school volunteers as well as the expectations and responsibilities of the School District are to follow the Green City R-1 handbook and board policies. Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. The teacher is the professional whose responsibility it is to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace, the teacher.

People interested in becoming a volunteer should contact the school. All volunteers must fill out a volunteer form which can be obtained from the sponsor/coach or building level administrator.



## **GREEN CITY R-1 ACTIVITIES HANDBOOK**

Student participation in intra-curricular and extra-curricular activities is encouraged at the Green City R-1 School district, but students should realize that these activities are a privilege and an opportunity to grow. Participation in activities also requires commitment and dedication to the activity and all that are involved. It is expected that each participant represent the school, community, activity, student body, and themselves in a positive, sportsmanlike manner.

### **BAND**

#### **Jazz Band**

This ensemble rehearses after school 2 days a week and some evenings starting at the completion of marching band season in October. The Jazz Band performs an annual spring concert, performs at community functions, and competes in an annual University Jazz Festival.

#### **Marching Band**

The Green City Marching Gold Band starts with a week band camp in August before school and practices early mornings and during band class 2 days a week during the month of September and October. With drum line, band members, flags, pom-pom dancers, and auxiliary members, the band usually has 50 or more students involved. It is the largest student participated activity in the High School. The band competes in several regional marching competitions and the Hannibal Band Day in early October.

#### **Pep Band**

Selected students from the High School Band perform in the Pep Band during home basketball games. This group practices during band class.

### **DRAMA CLUB**

The Drama Club following auditions and rehearsals performs a school play in the spring of the year. This club rehearses in the evenings and after school for about 2 months in preparation for the performance.

### **FBLA**

FBLA--Future Business Leaders of America; for students interested in pursuing a career in business. Traditionally membership has been open to 9 - 12 graders who have been enrolled in a business class.

### **ROBOTICS CLUB**

The Green City High School Robotics Club is open to all students in grades 7-12 interested in designing, building and programming robots. Ms. Bender

### **STUDENT COUNCIL**

Student council members represent the Green City R-1 student body. Officers are elected by the student body, while each class is represented by four members. The Student Council motto is: "Character, Honesty and Integrity."

## **SCIENCE OLYMPIAD**

Science Olympiad consists of a High School and Junior High team each of which consists of 15 members. Students compete as a team at the Regional Finals in February at Truman State in twenty three different events. The top four teams from each division (High School and Junior High) advance to State competition in April. Practices run from November through April.

## **ATHLETICS**

Athletic programs at Green City R-1 consist of varsity baseball, varsity softball, Varsity basketball, Track, varsity cheerleading, varsity dance, Jr. High basketball, Jr. High Track, Jr. high cheerleading. All students are encouraged to go out for An athletic program. Students will learn to work as a team and develop social Skills that will help them in situations that they may encounter throughout their Life.

## **ACADEMIC TEAM**

We offer a varsity academic team and a Jr. High academic team. Competition will consist of conference meets and a conference tournament. The varsity team will also compete in a district tournament.

## **FFA**

FFA is an organization for students enrolled in Agriculture Education Classes. Students in grades 9-12 are invited to participate in this national youth organization. The primary focus is premier leadership, personal growth and career success. Students will participate in career development events that range from public speaking to a variety of agriculture judging teams. A trapshooting team competes with area schools during the fall, the annual fruit sales fundraiser, the Barn warming dance and the chapter banquet are some of the highlights of the chapter activities.

## **RENAISSANCE**

The mission of the Renaissance program is to acknowledge the educational achievements and outstanding contributions of the students (9-12), staff members, and school patrons of Green City High School through a process of reinforcement, recognition, and reward.

## **CITIZENSHIP**

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for

365 days from the date of expulsion or withdrawal. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence. (MSHSAA Handbook 07-08)

## **ACADEMIC REQUIREMENTS**

In addition to the eligibility rules and regulations established by the MSHSAA, The Green City R-1 Board of Education has established the following:

In order for students to be eligible to participate in all extracurricular activities, the student must have passed all classes as detailed below.

Eligibility shall be determined eight times per school year, on the 22nd day of each quarter and at the end of each quarter.

Students failing at mid-term (the 22nd day of each quarter) may remain eligible if they obtain and actively participate in an approved tutoring program for the subject(s), in which they are receiving failing grade(s). Tutoring programs shall be approved by the Administration.

Students failing any class at the end of any quarter shall become ineligible until the 23rd day of the following quarter, provided they are passing all classes at that time.

Students with three or more failing grades at any grading period may not attend after-school activities except prearranged tutoring. This includes attending games, dances, practices, etc. Students become eligible to attend activities if they are passing five or more classes at the next grading period.

IEP students who are mainstreamed will follow Option Two of MSHSAA handbook: "The second option is for the IEP Committee to determine that a modification of the academic requirements or grading policies is necessary to reflect the needs of the Handicapped student. In this situation, the modifications may include alterations in the type of assessments to be given the student, the number of such assessments given a student, the amount of time the student will be allowed to take the assessment, etc. The IEP Committee may also determine that grades will be determined on the basis of the student's progress towards achieving specific goals and objectives from the IEP rather than standard assessments given other students. If this type of modification is made, the IEP Committee is responsible to specify the amount of progress which will be necessary to document that standard progress is being made by the student." (Green City R-1 Handbook)

Effective July 1, 2009, as a result of the 2007 Annual Ballot, the minimum academic standard will be increased to 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater. Eligibility for the fall semester of 2009-10 will be based upon a student meeting these standards during the spring semester of the 2008-09 school year.

Eight-period day (.5 each)    Must pass 7 of 8 classes (3.0)  
(MSHSAA)

## **TRI-COUNTY CONFERENCE**

Green City R-1 is a member of the Tri-County Conference. Member schools are Atlanta, Bevier, Brashear, Bucklin, La Plata, Linn County, Macon County, Novinger, and Green City. The conference offers athletics in Junior High basketball and track and High School softball, baseball, basketball, and track. Also Jr. High and High school academic bowl.

## **CONDITIONING REQUIREMENTS**

Each squad must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports except fall baseball, golf, fall softball, and tennis. For fall baseball, golf, fall softball, and tennis each squad must have a minimum of 10 days of conditioning practice and each individual must have participated in 10 school conditioning practices on 10 different days prior to the date of the first interscholastic contest. This requirement shall be met if a student has been a member of another school sports squad immediately preceding the sport season, has been actively practicing with the sport squad, has had 14 days of physical conditioning and begins physical conditioning practice with the new sport squad with no more than seven calendar days having passed between the two sports before beginning practice. (MSHSAA Handbook)

## **PHYSICAL EXAMS AND INSURANCE**

The school shall require of each student participating in athletics a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.

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

## **ATTENDANCE REQUIREMENTS**

If Schools is in Session: Students who miss classes on date of contest or practice without being excused by Principal shall not be eligible to participate on that date. If a student goes home sick, they are not eligible for practice or games on that day. Students must be in school all day following the day of participation unless excused by the Principal or they will be ineligible for the next event.

If School is NOT in Session: Students who are absent on the day of an event must be at school on the day prior to the event.

If a student misses class(es) without being excused by the principal, the student shall not be eligible on that date. MSHSAA

## **ATTENDANCE AT AFTER SCHOOL ACTIVITIES**

In regards to attendance, a student must be at school for at least 4 of the 7 periods on the day of the activity to be eligible to attend. The hours absent must be prearranged by the parent/guardian.

Students with three or more failing grades at any grading period may not attend after-school activities except prearranged tutoring. This includes attending games, dances, practices, etc. Students become eligible to attend activities if they are passing five or more classes at the next grading period.

Students receiving failing grades in one or two classes may attend after school activities in addition to tutoring if they fill out an educational improvement plan for each class they are failing. All signatures must be on the forms and approved by the teacher and principal.

Students who are under suspension, in-school or out-of-school, cannot attend after school activities

Students may not be on school campus or in school building without supervision of faculty, staff, or administration present

## **SPORTSMANSHIP**

The Green City R-1 Board of Education and Administration support the Missouri State High School Activities Association (MSHSAA) in their quest for excellence in sportsmanship by coaches, players, and fans. In an attempt to improve the quality of sportsmanship of those involved in athletics, the Green City R-1 Board of Education has instituted the following policy.

### **PLAYERS**

Any player receiving their first technical foul for un-sportsmanlike conduct shall be taken out of the game.

Any player receiving their second or succeeding technical foul, in a sport season, for un-sportsmanlike conduct shall be taken out of the game and shall be required to appear with the Coach before the School Board at the next meeting.

Technical fouls received for having the wrong player number in the scorebook or for hanging from the rim shall not apply.

## **TRANSPORTATION**

Students are expected to accompany the team/squads on all out-of-town trips using the mode of transportation arranged by the school. Any deviation from this policy requires the following:

A. A request by the parents or guardian must be made personally by signing a release form at the activity.

B. Under special circumstances, pre-arrangement may be obtained for the student to ride home with another adult after obtaining approval from the principal and the head coach. A note and phone call must be approved through the office on the day of the event.

C. Under emergency conditions, the coach in charge of the team/squad will use his/her best judgment in approving any requests.

Any incidents, which occur that are not covered by these guidelines, will be reviewed on an individual basis and decisions related to penalties will be made by the school administration, athletic director and head coach/sponsor.

## **DISCIPLINE**

The use of tobacco, alcohol and drugs will not be permitted. All charges against a student shall be investigated. Violations of the Activities Policy by students will result in disciplinary action. A committee composed of the Principal, Athletic Director, and the Sponsor/Coach shall review all charges presented against a student. This committee will interpret the rules and regulations of the school and the MSHSAA and shall issue a verdict. This decision shall be presented to the student and their parents. Tobacco, alcohol and drug offenses will be categorized individually, but will be accumulative inside of their category. These suspensions can range from one school year to another. Students will be afforded due process.

All Restitution and community service must be fulfilled before the student will gain eligibility. Suspension for this reason cannot be reduced because of MSHSAA rules.

## **STUDENT RESPONSIBILITY**

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under MSHSAA or Green City R-1 standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.  
(MSHSAA)

## **CELL PHONES/CAMERAS**

Cell phones and cameras are not permitted in locker rooms at sporting events. Cell phones and cameras are also not allowed to be used on school buses going to and from sporting events. Each sponsor/coach will have a lock box so each student may check their phone. A student will be allowed to use their phone during the trip if they ask the coach/sponsor for permission. If students do not check in their phone, the phone will be taken away and school handbook rules will apply.

**1<sup>st</sup> Offense** – confiscated and a parent/guardian must pick it up and student must serve the next available Saturday school.

**Subsequent Offenses** – Consist of the same punishment and In-School or Out –of School suspension and the phone may be confiscated for up to 30 days.  
(Green City R-1 High School Handbook)

If a student is found to have used or be in possession of tobacco, the following disciplinary actions will take place.

**1<sup>st</sup> Offense** – Suspension from all activities for **10 school days**. The student must miss at least 1 activity during their suspension. If the student does not miss one activity during the 10 days suspension, they will have to miss the next activity scheduled for them. (This will include all activities the student is involved in at the time of offense or may become involved in during suspension.) During 1<sup>st</sup> offense, students will be allowed to practice with the teams or organizations they are a part of at that time.

**2<sup>nd</sup> Offense** – Suspension from all activities for a period of or a **20 school days**. The student must miss at least 2 activities during their suspension. If the student does not miss two activity during the 20 days suspension, they will have to miss the next 2 activities scheduled for them. (This will include all activities the student is involved in at the time of offense or may become involved in during suspension.) No practice will be allowed during suspension.

**3<sup>rd</sup> Offense** – Suspension from all activities for a period of **180 school days**. No practice will be allowed during suspension.

**These suspensions may go from one school year to another**

If a student is found to have used or be in possession of alcohol the following disciplinary actions will take place:

**1<sup>st</sup> Offense** – Suspension from all activities for a period of **20 school days**. The student must miss at least 2 activities during their suspension. If the student does not miss two activities during the 20 days suspension, they will have to miss the next 2 activities scheduled for them. (This will include all activities the student is involved in at time of Offense or may become involved in during suspension) During 1<sup>st</sup> offense students will be allowed to practice with the teams or organizations they are a part of at that time.

**2<sup>nd</sup> Offense** – Suspension from all activities for a period of **45 school days**. The student must miss at least 2 activities during their suspension. If the student does not miss two activities during the 45 days suspension, they will have to miss the next 2 activities scheduled for them. (This will include all activities the student is involved in at time of Offense or may become involved during suspension) No practice will be allowed during suspension

**3<sup>rd</sup> Offense** – Suspension from all activities for a period of **180 school days**. No practice will be allowed during suspension.

**These suspensions may go from one school year to another.**

If a student is found to have used or be in possession of drugs the following disciplinary actions will take place:

**1<sup>st</sup> Offense** – Suspension from all activities for a period of **20 school days**. The student must miss at least 2 activities during their suspension. If the student does not miss two activities during the 20 days suspension, they will have to miss the next 2 activities scheduled for them. (This will include all activities the student is involved in at time of Offense or may become involved in during suspension) During 1<sup>st</sup> offense, students will be allowed to practice with the teams or organizations they are a part of at that time.

**2<sup>nd</sup> Offense** – Suspension from all activities for a period of **45 school days**. The student must miss at least 2 activities during their suspension. If the student does not miss two activities during the 45 days suspension, they will have to miss the next 2 activities scheduled for them. (This will include all activities the student is involved in at time of Offense or may become involved in during suspension) No practice will be allowed during suspension.

**3<sup>rd</sup> Offense** – Suspension from all activities for a period of **180 school days**. No practice will be allowed during suspension.

**These suspensions may go from one school year to another**

# Green City R-I High School Handbook 2011-2012

**Please sign and return this sheet along with your student information card to your classroom teacher.**

1. I have read the Green City R-I High School Handbook and understand the school discipline policy, Safe Schools information, Complaint Resolution Procedure, and the Family Educational Rights and Privacy Act.
2. I understand that during the course of the school year, my child may be videotaped, audio taped, or photographed during/or as a part of various education activities.
3. To provide a safe environment for all students, I understand that ALL visitors must stop in the high school office and sign in as soon as they enter the building (no exceptions). Between the hours of 9:00 a.m. and 3:00 p.m. We ask that you use the main front doors for entrance into the high school.
4. I have read and understand the Internet Agreement that is on page 32 of the Handbook.
5. I understand that if any student information should change (i.e. address, phone, etc.) I will contact the high school office to have my child's information updated.
6. I have read the updates to the attendance policy, homework policy and dress code and fully understand what is being asked.
7. I understand that the following forms need to come back to the school:
  - Emergency Card
  - Enrollment Information
  - Free and Reduced Lunch Form
  - Migrant Form – if you have moved into the district in the last three years
  - Student Home Language Survey (Only if you speak a language, other than English at home)
  - Student Release Information
  - Health Form
  - Locker Usage Form
  - Parking Lot Form
  - Cell Phone Application (if needed)

**Please sign and return this sheet to the High School Office.**

\_\_\_\_\_  
Parent/Date

\_\_\_\_\_  
Student/Date

