

# Green City R-I Elementary Handbook 2013-2014



Dear Students and Parents,

It is my pleasure to welcome you and your parents to Green City R-I Elementary. The teachers and staff join in saying we are happy to have you as part of the Green City family. We hope this will be a successful and satisfying year for you.

The pages of the handbook are crammed with information that you will find useful about the school. I recommend that you go through the entire handbook quickly at first; then go back and read the pages that apply to you now. I suggest that parents and pupils read it together. The handbook is online at <http://www.greencity.k12.mo.us>. If you would like a new CD or a hardcopy please contact Megan Lunsford at 660-874-4126, ext. 224 or [mlunsford@greencity.k12.mo.us](mailto:mlunsford@greencity.k12.mo.us). Feel free to ask your teacher or me for additional information or for further explanation of the material in this handbook.

Included in your packet, you will find the following forms:

- **Discipline Policy - Keep**
- **Important Dates – Keep**
- **Health History—Sign, Date and Return**
- **Read Handbook—Sign, Date and Return**
- **Student/Parent/School Compact—Sign, Date and Return**
- **Student Information Sheet—Return (Make sure contact phone numbers are correct as we will be using these to contact you through EZ Message if school is dismissed early, etc...)**

Be sure to acquaint yourself with the staff members listed on page 5. These are staff members who are here to help you get the most out of your years at Green City. Parents will want to make note of the various phone numbers.

Starting this year each teacher in the fourth, fifth, and sixth grades will be teaching their own sections of math, science, and reading. Mrs. Coy will be teaching social studies for fourth, fifth and sixth and it will be enrichment based. We will also be ensuring that we have the 90 minutes of uninterrupted reading and math in grades K-6.

Also, we wish to introduce you to our new staff members, Megan Lunsford-Elementary Secretary, Brittney Tucker-Third grade, Shiela Bridgeman-Special Education, and Lisa Buck-Speech Pathologist.

Please visit our school web site, [greencity.k12.mo.us](http://greencity.k12.mo.us), to view this student handbook and other pertinent information regarding your child's school year. Our calendars this year are all located on this site.

It is my sincere wish to make the 2013-2014 school year a happy, safe, and successful one for everyone involved.

We are glad you are a Green City gopher!

Sincerely,



Ann Gray  
Elementary Principal

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**Green City R-I  
Board of Education**

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

**Administration**

Donnie Campbell, Superintendent  
Laura Olmstead, High School Principal  
Ann Gray, Elementary Principal

**Elementary Faculty and Staff**

LaNessia Ballinger – Preschool  
Melissa Hedrick – Kindergarten  
Barb Tomlin – First  
Rebecca Tipton – Second  
Brittney Tucker – Third  
Teresa Dolan – Fourth  
Andi Foster – Fifth  
Dawn Coy – Sixth  
Shiela Bridgeman – Special Education  
Charlotte Bailey – Reading Coach, Title I  
Jennifer Peavler – Title I  
Marjorie Fisher – Art  
Jamie Halley – Librarian  
Nancy Forquer – Music  
Glenn Palmer – Band  
Cody Moore – Physical Education  
Mandy Tipton – Counselor  
Janie Gray – Parents As Teachers  
Donnie Fields – At-Risk  
Jo Hall – Speech  
Megan Lunsford – Elementary Secretary  
Lisa Buck – Speech Pathologist

Mindy Conner – High School Secretary  
Melissa Howard – District Secretary  
Joann Anderson – Nurse  
Carla Aldridge – Paraprofessional  
Karen Clark – Paraprofessional  
Sarah Eckhoff – Paraprofessional  
Alta Kasten – Paraprofessional  
Tami Watt – Paraprofessional Migrant  
Tyson Snyder – Maintenance  
Ray Stivers – Head Maintenance  
Billy White – Maintenance  
Dennis Foster – Transportation Director  
– Bus Driver  
David VanVelzer – Bus Driver  
Vern Stottlemeyer – Bus Driver  
James Snyder – Bus Driver  
Paul Kimmel – Bus Driver  
Angie Carmack – Head Cook  
Denise Moore – Cook  
Candy Fields – Cook  
Tyson Snyder - Cook

## GREEN CITY ELEMENTARY VALUE STATEMENTS

### Teachers will:

1. Identify the needs of each grade.
2. Provide ample opportunities for students to grow academically, physically, socially, and emotionally.
3. Work collaboratively.
4. Involve the parents and the community in the learning process by using shared learning opportunities.
5. Model lifelong learning and commitment.
6. Evaluate our efforts and make adjustments to best serve our students.

### Parents will:

1. Insist that our students accept responsibility for their learning and conduct.
2. Insure that students attend the full school day on a regular basis.
3. Reinforce academics excellence in our students.
4. Provide a quiet time and appropriate place in our home for study.

### Students will:

1. Take responsibility for learning.  
This means:
  - We arrive at school on time.
  - We are prepared for class.
  - We demonstrate a serious and responsible attitude in daily work.
  - We will carefully and thoughtfully complete homework on time.
2. Try to settle our differences in a peaceful manner.  
This means:
  - We respect other people's property and personal space.
  - We do not physically or verbally fight with other children.
  - We do not take anything that does not belong to us.
3. Follow the directions of adults in charge, the first time given.  
This means:
  - We look at the speaker.
  - We do not talk back to teachers or adults in charge; this includes substitutes and lunchroom supervisors.
4. Be sensitive to the needs and feeling of others.  
This means:
  - We use appropriate language at all times.
  - We do not bully or tease other children.
  - We never boo or whistle in the auditorium.
  - We are willing to help each other.
  - We are friendly and courteous.
5. Be expected to move safely while at school.  
This means:
  - We will not play around in the bathrooms or hallways.
  - We will not run in the lunchroom, hallways, or up and down stairs.
  - We will observe playground rules

# Green City R-I 2013-2014 Yearly Planner

## July 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	+*	20	21	22	23	24
		*				
25	26	27	28	29	30	31

## September 2013

S	M	T	W	T	F	S
1	#	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18	19	M	21
22	23	24	25	26	27	28
29	30					

## October 2013

S	M	T	W	T	F	S
		1	2*	3	4	5
6	7	8	9*	10	11	12
13	14	15	16	17	Q	19
20	21	22	23	24	X	26
			*			
27	X	29	30	31		

## November 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6*	7	8	9
10	11	12	13	14	M	16
			*			
17	18	19	20	21	22	23
24	25	26	27	#	#	30
			*			

## December 2013

S	M	T	W	T	F	S
1	2	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18	19	S*	21
22	#	#	#	#	#	28
29	#	#				

Teacher Workshop  
First Day of School  
No School  
Early Out

X  
+  
#  
\*

August 6,7, 8 or  
13,14,15  
August 19

August 20  
September 2  
October 24

October 25  
October 28  
November 27  
November 28-29  
December 20  
Dec. 23 – Jan. 3  
January 3  
January 6  
January 20

February 17  
February 18  
March 13

March 17  
April 18 – April 22  
May  
May 20

May 21  
May 22

Snow Days  
1) February 18  
2) April 22  
3) May 21  
4) May 22  
5) May 23  
6) May 27

October 18  
December 20  
March 7  
May 20

Pre-service Workshops  
First Day of School –Early  
Out  
Early out  
Labor Day  
Early Dismissal  
Parent/Teacher Conferences  
Teacher Workday  
Teacher Workshop  
Early Dismissal  
Thanksgiving Break  
Early Dismissal  
Christmas Break  
Teacher Workday  
Resume Classes  
Martin Luther King Jr. Day

President's Day  
No School  
Early Dismissal  
Parent/Teacher Conferences  
Teacher Workshop  
Easter/Spring Break  
Graduation  
Early Dismissal Last Day of  
School  
Teacher Workday  
Teacher Workday

End 1<sup>st</sup> Quarter  
End 2<sup>nd</sup> Quarter  
End 3<sup>rd</sup> Quarter  
End 4<sup>th</sup> Quarter

## January 2014

S	M	T	W	T	F	S
			#	#	X	4
5	6	7	8*	9	10	11
12	13	14	15	16	17	18
19	#	21	22	23	24	25
26	27	28	29	30	31	

## February 2014

S	M	T	W	T	F	S
						1
2	3	4	5*	6	M	8
9	10	11	12	13	14	15
			*			
16	#	#	19	20	21	22
23	24	25	26	27	28	

## March 2014

S	M	T	W	T	F	S
						1
2	3	4	5*	6	Q	8
9	10	11	12	13	X	15
			*	*		
16	X	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April 2014

S	M	T	W	T	F	S
		1	2*	3	4	5
6	7	8	9*	10	M	12
13	14	15	16	17	#	19
			*			
20	#	#	23	24	25	26
27	28	29	30			

## May 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7*	8	9	10
11	12	13	14	15	16	17
			*			
18	19	20	X	X	23	24
			*			
25	26	27	28	29	30	31

## June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



# ELEMENTARY MONTHLY ACTIVITIES

## 2013-2014 SCHOOL YEAR

### August:

- 8: School Board Meeting
- 13: School Wide Cookout—Open House 5:00 p.m. – 7:00 p.m.
- 19: First Day of School (Tuesday) Early Out/Dismiss at 12:45**
- 20: Early Out/Dismiss at 12:45**
- 28: August Birthday Club**

### September:

- 2: **NO SCHOOL/Labor Day**
- 3—6: DIBELS Beginning Benchmark Assessment K—2
- 4: Early Out/Dismiss at 12:45
- 9—10: Computers for Education
- 10: Student Council 8:00 a.m.
- Early Out/Dismiss at 12:45
- 18: September Birthday Club**
- 12: School Board Meeting
- 17—23: Constitution Week
- 17: Constitution Day
- 17—19: Book Fair “Reading Oasis”
- 18: Family Night 5:30 – 7:00
- 20: Mid Term 1<sup>st</sup> Quarter
- 23—24: OLSAT 2, 6
- 25: Awards Assembly 2:45
- 26: School Pictures

### October:

- 2: Early Out/Dismiss at 12:45
- 6—12: Fire Prevention Week
- 8: Student Council 8:00 a.m.
- 9: Early Out/Dismiss at 12:45
- 10: School Board Meeting
- School of Economics—Blue Springs**
- 14—18: National School Lunch Week
- 16: October Birthday Club**
- 21—25: National School Bus Safety Week
- 18: End of 1<sup>st</sup> Quarter
- 23—31: Red Ribbon Week
- 24: Dismiss 12:45
- Parent/Teacher Conferences 1:00—7:00
- 25: **No School** Teacher Workday
- 28: **No School** Teacher Workshop
- 30: Awards Assembly 2:45
- 31: Halloween Parties 2:00—3:00

### November:

- 6: Early Out/Dismiss at 12:45
- 12: Student Council 8:00 a.m.
- 13: Early Out/Dismiss at 12:45
- November Birthday Club**
- 14: School Board Meeting
- 15: Mid Term 2<sup>nd</sup> Quarter
- 18—22: American Education Week
- 26: Awards Assembly 2:45
- 27: Early Out/Dismiss at 12:45
- 28-29: NO School/Thanksgiving Break**

**December:**

- 3 – 5: Gates Testing
- 4: Early Out/Dismiss at 12:45
- 9: Elementary Christmas Program
- 10: Student Council 8:00 a.m.
- 11: Early Out/Dismiss at 12:45
- December Birthday Club**
- 12: School Board Meeting
- 16: High School Band Christmas Concert
- 18: **June Birthday Club**
- Awards Assembly 2:45
- 20: Celebration Day/Christmas Parties 12:00
- Early Out/Dismiss at 12:45
- End of 2<sup>nd</sup> Quarter/End of Semester

**23 – Jan 3: NO SCHOOL/Christmas Break**

**January:**

- 3: Teacher Workday
- 4: Resume Classes
- 7: Student Council 8:00 a.m.
- ACCESS (ELL) K-12
- 8: Early Out/Dismiss at 12:45
- 9: School Board Meeting
- 13 — 17: DIBELS Beginning Benchmark Assessment K—2
- 15: January Birthday Club**
- 20: NO SCHOOL/Martin Luther King Jr. Day**
- 22: July Birthday Club**
- 29: Awards Assembly 2:45

**February:**

- 5: Early Out/Dismiss at 12:45
- 7: Mid Term 3<sup>rd</sup> Quarter
- 11: Student Council 8:00 a.m.
- 12: **February Birthday Club**
- Early Out/Dismiss at 12:45
- 13: School Board Meeting
- 14: Valentine's Day Parties 2:00—3:00
- 17: NO SCHOOL/President's Day**
- 18: NO SCHOOL (1<sup>st</sup> Snow Day)**
- 26: Awards Assembly 2:45

**March:**

- 3—7: National School Breakfast Week
- 5: Early Out/Dismiss at 12:45
- 7: End 3<sup>rd</sup> Quarter
- 10: Pre-School Screening**
- 11: Kindergarten Roundup**
- Student Council 8:00 a.m.
- 12: Early Out/Dismiss at 12:45
- March Birthday Club**
- 13: Early Out/Dismiss at 12:45
- Parent/Teacher Conferences 1:00—7:00
- School Board Meeting
- 14: No School/Teacher Workday**
- 17: No School/Teacher Workshop**
- 21: 5 & 6 Grade Dance 7:00—9:00
- 26: Awards Assembly 2:45
- 28: High School Play 7:00 p.m.

**April:**

- 2: Early Out/Dismiss at 12:45
- 4: 5 & 6 Grade Dance 7:00—9:00
- 8: Student Council 8:00 a.m.
- 8: High School Spring Band Concert 7:00 p.m.
- 9: Early Out/Dismiss at 12:45
- 10: School Board Meeting
- 11: Mid Term 4<sup>th</sup> Quarter
- 11: Grand March 5:30  
Prom 8:00 p.m.
- 13 – 19: National Library Week
- 16: **April Birthday Club**
- 17: Spring Parties 11:30 – 12:30
- 18—22: **No School/Easter/Spring Break (22: 2<sup>nd</sup> Snow Day**
- 24—5/2: Grade Level Assessment 3-8
- 28—29: DIBELS K-2
- 30: Awards Assembly 2:45

**May:**

- 7: Early Out/Dismiss at 12:45
- 3: Jazz Band Concert 7:00 p.m.
- 4 – 9: Teacher Appreciation Week
- 5—9: Gates MacGinitie 2-9
- 6: National Teacher's Day
- 8: School Board Meeting
- 9: Mother's Day Tea 1:30
- 11: Mother's Day
- 12: Sixth Grade Promotion 7:00 p.m.
- 13: Student Council 8:00 a.m.
- 14: **May Birthday Club**  
Early Out/Dismiss at 12:45
- 15: Field Day
- 16: **High School Graduation 7:00 p.m.**
- 20: **Last Day of School**  
**Early Dismiss at 12:45**  
**End 4<sup>th</sup> Quarter/Semester Ends**
- 21: Teacher Workday (3<sup>rd</sup> Snow Day)
- 22: Teacher Workday (4<sup>th</sup> Snow Day)
- 23: 5<sup>th</sup> Snow Day
- 27: 6<sup>th</sup> Snow Day

**June:**

- 12: School Board Meeting
- 14: Flag Day
- 15: Father's Day

## SCHEDULES:

### Daily Schedule

7:45 a.m.	Staff arrives
7:55 a.m.	Doors open to students and breakfast is served
8:20 a.m.	Classes begin taking lunch count and bathroom breaks
8:20 a.m.	Instruction begins
10:50 a.m.	Elementary lunch shifts begin
3:18 p.m.	Students load buses
3:20 p.m.	Buses leave the school grounds

### Lunch Schedule

10:50 – 11:10	Kindergarten – Hedrick
10:55 – 11:15	First Grade – Tomlin
11:00 – 11:20	Second Grade – Tipton
11:10 – 11:30	Third Grade – Tucker
11:15 – 11:35	Fourth Grade – Dolan
11:20 – 11:40	Fifth Grade – Foster
11:25 – 11:45	Sixth Grade – Coy

## Green City R-I 2013-2014 Supply List

**THE FOLLOWING IMMUNIZATIONS ARE REQUIRED PRIOR TO ENTRANCE IN PRE-K THROUGH 12<sup>TH</sup> GRADE.**

**Three—four year olds:** 4 DTAP; 3 Polio; at least 1 HIB after 12 months of age; 1 MMR; 3 Hep B; 1 Varicella (chickenpox) or date of disease; Prevnar (should have 4 –if not must have at least 1 dose.

**Kindergarten:** 5 Dtap; 4 Polio; 3 HepB; 2 MMR; 2 Varicella; at least 1 Prevnar

The above immunizations will keep your child current until 8<sup>TH</sup> grade and at that time **1 Tdap IS MANDATORY** to enter 8<sup>TH</sup> grade. This will take them through high school, their college of choice may have requirements.

### **Preschool:**

Blanket (marked with child's name should be child size, no bigger than a beach towel NO PILLOWS

Slippers (These are for use in the classroom or to wear at rest time)

Cuddle toy (optional for rest time) Backpack (No roller types, they do not fit in cubby)

Tennis shoes with velcro closures for P.E. 2 boxes of Kleenex

1 wide ruled notebook 1 white glue

1 plastic folder with prongs 1 box of Ziploc bags (any size)

1 1½ binder 1 small water bottle (optional)

### **PLEASE LABEL GYM SHOES, SLIPPERS, COATS, AND BLANKETS**

**Your child will need a complete change of clothing to be left at school. This includes pants, socks, and underwear, placed in a marked Ziploc bag.**

**Art: 8 colors Watercolor paint set labeled with child's name in Sharpie**

### **Kindergarten:**

**Please label all PERSONAL items with your child's first and last name. They are:**

P.E. shoes/to be kept at school for P.E. use only Backpack

Vinyl rest mat or small blanket for nap time 2-Two pocket folders

Water bottle-(optional) for your child to have at their seat

### **COMMUNITY PROPERTY**

2 boxes of 24 Crayola crayons

1 pair school scissors-(Label if you want to keep them at end of school year)

4 glue sticks  
1 bottle Elmer's glue  
2 boxes of 12 yellow pencils  
1 big pink eraser

4 black Expo brand dry erase markers  
1 box Ziploc bags (any size)  
1 pkg. baby wipes  
2 boxes of Kleenex

**Please Do Not Send:** Art boxes, markers or colored pencils, valuable, toys from home, or weapons

**Art: 8 colors Watercolor paint set labeled with child's name in Sharpie**

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### **First Grade: supplies are used by all children**

3 pocket folders any style  
1 pkg. #2 yellow coated pencils  
Erasers (pencil top)  
1 box of Gallon zip lock bags - girls  
1 pkg of baby wipes – girls  
Addition and subtraction flashcards  
3 pkgs. of lined index cards  
P.E. shoes  
Backpack with zipper

Crayons – 24 count  
**4 black dry erase markers!**  
1 box of Quart zip lock bags – boys  
2 boxes of Kleenex – boys  
2 glue sticks only (**no liquid glue**)  
1 ½ in 3 ring binder  
1 pkg. wide rule loose leaf paper  
2 yellow highlighters  
Small art box – used for math box.

**Please Do Not Send:** pens, mechanical or colored pencils

**Art: 8 colors Watercolor paint set labeled with child's name in Sharpie**

**SUPPLIES ARE USED BY ALL STUDENTS--DO NOT LABEL SUPPLIES**

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### **Second Grade:**

2 boxes of Kleenex  
Crayola crayons – 24 count  
Scissors (Fiskar-blunt end)  
2 pkgs. #2 pencils sharpened  
Eraser or pencil cap eraser  
3 composition notebooks (black marble type)  
3 plain colored folders  
P. E. shoes  
1 package quart size Ziploc bags (A-M)  
1 package gallon size Ziploc bags (N-Z)

Backpack with zipper  
Small art box  
2 pkg. wide rule loose leaf paper  
2 highlighters  
Baby wipes  
3-4 Glue sticks  
4 black dry erase markers  
2 packages of 3x5 index cards (white)  
Flash Cards- addition and subtraction

**Please Do Not Send:** pens, markers, mechanical pencils, pencil sharpeners

**Art: 8 colors Watercolor paint set labeled with child's name in Sharpie**

**SUPPLIES ARE USED BY ALL STUDENTS--DO NOT LABEL SUPPLIES**

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### **Third Grade:**

3 boxes of tissues  
2 pkg. of #2 pencils (wooden or mechanical)  
1 pkg. wide-ruled, loose leaf paper  
3 spiral, single-subject, wide-ruled notebooks  
1 composition notebook  
1 pkg. Index cards  
2 red pens  
2 highlighters  
24 count crayons or colored pencils  
P.E. shoes  
Flash cards – addition, subtraction, and multiplication

3+ BLACK dry erase markers  
Old sock for dry erase boards  
Small art box  
Backpack  
Scissors  
2 Erasers  
5 pocket folders  
Water bottle  
Glue sticks and bottle glue  
Baby wipes  
Ziploc bags various sizes

**Optional Items:** post-its, paper towels, paper plates, plastic eating utensils, plastic cups, markers

**Please Do Not Send:** Trapper Keepers, toys, candy

**Art: 8 colors Watercolor paint set labeled with child's name in Sharpie**

**LABEL ALL SUPPLIES**

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**Fourth Grade:**

2 boxes of Kleenex

Scissors

#2 pencils or mechanical pencils

Erasers

Colored pencils or crayons

Art box

1 pkg. grid/graph paper

1 box zip lock bags—gallon or quart

2 pkgs of 3x5 index cards

Water bottle

2 spiral notebooks, wide-ruled

Multiplication/Division flash cards

P. E. shoes

1 package of baby wipes

2 packages of wide-ruled loose-leaf paper

2 dry erase markers

Pocket folder for homework

**Optional items:** Paper plates, plastic cups

**Please Do Not Send:** pens, markers, pencil sharpeners, rulers, clipboards, candy, toys

**Art: 8 colors Watercolor paint set labeled with child's name in Sharpie**

**LABEL ALL SUPPLIES**

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**Fifth Grade:**

2 package of loose-leaf notebook paper

2 packages of grid/graph paper

2 folders

2 packages 3x5 index cards

Glue

1 ruler

Small art box- all supplies must fit

Pencils (wooden or mechanical)

Blue, red, and black pens

Scissors

Erasers

Colored Pencils or Crayons

2 Highlighters (yellow)

4 Dry Erase markers

2 boxes Kleenex

2 spiral notebooks

1 - ½ inch 3 ring binder for math

1 container of Baby Wipes

P. E. shoes

Multiplication/Division Flashcards

**Optional Items:** scotch tape for dispensers, Zip-lock bags-various sizes, paper towels, eating utensils, staples, anti-bacterial wipes

**Please Do Not Send:** gel pens, markers, pencil sharpeners, toys, candy, or art boxes

**Art: 8 colors Watercolor paint set labeled with child's name in Sharpie**

**LABEL ALL SUPPLIES**

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**Sixth Grade**

2 spiral notebooks

P.E. shoes

2 boxes of Kleenex

Pencils (#2)

Erasers

Art box

2 pkgs. loose-leaf wide-ruled notebook paper/to share

1-two pocket folder for homework

Colored pencils or markers

1 pkg. antibacterial wipes/ baby wipes

Multiplication & Division Flashcards

**Optional Items:** Ziploc baggies, highlighters, plastic eating utensils

**Please Do Not Send:** gel pens, pencil sharpeners, toys, candy, or gum

**LABEL ALL SUPPLIES**

**Art: 8 colors Watercolor paint set labeled with child's name in Sharpie**

1 composition book

1 - ½ inch 3 ring binder for math

Old sock

Scissors

Ruler

Glue

1 package of grid/graph paper

Dry erase markers (to share)

4 red, black, or blue pens

1 pkg. of index cards (3x5)

## ELEMENTARY PROGRAMS—ACTIVITIES

### Art

Green City provides an art program to all elementary students. Students receive at least 50 minutes a week instruction. This allows students to experience various forms of media. MS. Fisher is our art instructor for grades pre-school through six. All 2-6 students are to bring art boxes.

### Awards Assemblies

Awards assemblies will be randomly held throughout the year, giving each teacher the opportunity to recognize students. **All awards assemblies will begin at 2:45 p.m.** Tentative scheduled assemblies are listed below:

- September 25, 2013
- October 30, 2013
- November 26, 2013
- December 18, 2013
- January 29, 2014
- February 26, 2014
- March 26, 2014
- April 30, 2014

### Band

Band is offered to students in the fifth and sixth grades. Mr. Palmer directs the band. **Students who join band will not be allowed to drop band except at the end of each semester. Students and parents will be asked to sign a contract.**

### Birthday Club

Birthday Club is a chance for every student to celebrate their birthday. The students may invite a guest to join them for lunch on the celebrated day. Each student will receive a cupcake and ice cream cup. The Birthday Club days are listed below:

- August 28, 2013 – August Birthdays
- September 18, 2013 – September Birthdays
- October 16, 2013 – October Birthdays
- November 13, 2013 – November Birthdays
- December 11, 2013 – December Birthdays
- December 18, 2013 – June Birthdays
- January 15, 2014 – January Birthdays
- January 22, 2014 – July Birthdays
- February 12, 2014 – February Birthdays
- March 12, 2014 – March Birthdays
- April 16, 2014 – April Birthdays
- May 14, 2014 – May Birthdays

### Book Fair

On September 17<sup>th</sup> – 19<sup>th</sup> Mrs. Halley will hold a book fair in the library. All students will have the opportunity to visit the book fair during the school day. Mrs. Halley will also make the book fair available on September 18<sup>th</sup> during the evening as “Parent’s Night”. The theme for the book fair is “Reading Oasis”.

### Book-It

Pizza Hut sponsors a reading incentive program for all elementary grades. A personal pan pizza coupon is awarded to students meeting a monthly goal established by the classroom teacher. Pizza Hut sends out an informational packet.

### Box Tops

As a money maker we collect General Mills box tops. Any box tops that you save and send in will help our program.

### Campbell Soup Labels

As a money maker we collect Campbell soup labels. Any labels that you save and send in will help our program.

### Character Education

Under the direction of each teacher, students are instructed in character education. Each month the PBS focus words are celebrated and activities are implemented to emphasize the importance of character traits in our everyday lives. The words that will be celebrated are listed below:

- August - Respectful
- September – Responsible (Citizenship Day, Constitution Day)
- October – Safe (Red Ribbon Week)

- November – Respectful
- December – Responsible (caring for those that we love and that who are in our community)
- January – Safe (Dr. Martin Luther King, Jr.)
- February – Respectful
- March – Responsible (preparing for testing in the building)
- April – Safe.
- May – Review of ALL words

### **Counseling**

The role of the counselor is to enhance learning in the classroom and to help students develop positive self-concepts and achieve goals. The counselor meets with students individually, in small groups or in the regular classroom. Mandy Tipton is our elementary and high school counselor. If you have any concerns about your child, please contact Mrs. Tipton, ext. 223.

### **English Language Learners**

Green City receives federal assistance to provide supplemental services to identified English Language Learners. The main features of the programs are classroom support, staff, parent education, and summer school participation for identified students.

### **Field Day**

Field Day will be held on May 15, 2014. All grades pre-school – sixth will be participating in events on this day. Coach Moore will be in charge of the elementary field day. Details will be sent home outlining the days' events.

### **Field Trips**

Fourth, Fifth, and Sixth Grades to School of Economics on October 10, 2013.

Sixth Grade will take a field trip to Jefferson City to visit the Capitol.

Children exhibiting behavior that does not represent the Green City R-I standards will need to be accompanied by a parent/guardian on all educational field trips and may not be invited to attend recreational field trips.

### **Gifted and Talented**

Students identified as gifted and/or talented are provided enrichment instruction intended to meet their unique educational needs. The PAF program offers the opportunity for critical and creative thinking while developing leadership and social skills.

### **Honor Roll**

The third – sixth grades will have an opportunity to be on the A or B Honor Roll. To figure honor roll the teachers will average grades for all core subjects (math, reading, social studies, English, science). The following percentages will be used:

A Honor Roll – 90% -100%

B Honor Roll – 80% - 89%

### **Kindergarten Round-up**

Each year a kindergarten round-up is held to give parents an opportunity to sign their kindergarten children up for the next year. This years' date is: **Kindergarten Round-up – March 11<sup>th</sup>, 2014.**

### **Library**

Every class visits the library at least once a week. Green City has a full-time librarian who enhances the overall language arts and integrated curriculum programs of the school. Mrs. Halley is our librarian.

### **Migrant Education**

Green City receives federal assistance to provide supplemental services to identified migrant students. The main features of the programs are classroom support, staff, parent education, and summer school participation for identified students.

### **Mother's Day Tea- K-2**

This takes place during school hours. Each class prepares a song or skit to perform. Teachers bake and prepare snack items. Photos of each child and their guest are taken and later distributed. Children are limited to one guest- a grandmother, aunt, or friend may attend for a mother who is unable to make it. Mother's Day Tea is set for 1:30 p.m. on May 9, 2014.

### **Music**

Students receive instruction in music from Mrs. Forquer. Each student has the opportunity to experience various forms of music for at least 50 minutes during the week.



**Music Program**

The elementary Christmas music program will be held on December 9, 2013 at 7:00 p.m.

**Parents As Teachers Program**

The Parents As Teachers Program is offered to families with children ages birth to three. Janie Gray will be operating the Parents As Teachers Program. Through the program, parents are given numerous resources to help them with their child's needs.

**Parties**

Four parties will be held in the classroom during the school year. Room mothers will be responsible for organizing refreshments and activities for the Fall Festival in October, the Valentine Party in February, the Christmas Party in December, and the Easter Party in April. Room mothers are encouraged to contact each family during the year to contribute refreshments and party supplies.

**Physical Education**

Physical Education is provided weekly to all students. P.E. lessons build fitness, coordination and sport skills for all students. All primary students participate in perceptual motor activities, which develop coordination and sport skills in young learners. Upper grade students participate in a variety of sport activities. Mr. Moore is our physical education teacher for grades pre-school through six. **All students will need an extra pair of gym shoes for physical education.**

**Preschool Screening**

Each year a preschool screening is held to give parents an opportunity to sign their preschool children up for the next year. This years' date is: Pre-school Screening – March 10<sup>th</sup>, 2014.

**Reading Circle**

The fundamental values of the Reading Circle Program to those who take part are the encouragement of wider reading interests, an increase in the enjoyment of books, and the further refinement of the ability to read. When the student earns a Reading Circle Certificate during the five of the six years in Elementary, he/she is awarded a **Lifetime** Reading Circle Certificate. The following is the State Guideline for Reading Circle Certificates:

	K	1	2	3	4	5	6
Fiction				11	12	13	14
Non-fiction				5	6	7	8
<b>TOTALS</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>	<b>22</b>

**Reading Coach**

Charlotte Bailey will be our reading coach. She will help the teachers with their training and implementation.

**We will now be offering all K-6 students 90 minutes of uninterrupted reading time. This is very important. Please make sure your students are on time for school. We will not transfer calls to the rooms at this time, schedule assemblies, etc. during the reading blocks.**

**School Pictures**

Student pictures are taken each year during the month of September. This program is offered as a convenience to parents and there is no obligation to purchase the pictures. This year's picture date is Thursday, September 26<sup>th</sup>, 2013. Spring pictures will also be offered and there is no obligation to purchase the pictures. This will be used as a money maker for the elementary student council. Each year generally there is a theme to the pictures

**Sixth Grade Promotion**

Sixth Grade Promotion will be held on Monday, May 12, 2014 at 7:00 p.m. It is a special night for sixth grade students and their parents to celebrate their elementary accomplishments.

**Special Education**

Green City R-I District provides an individualized educational program for those students who have been identified as needing Special Education services. A resource teacher who works with small groups of students provides services at Green City. Ms. Bridgeman is our elementary special education teacher. Jo Hall will be speech instructor and Lisa Buck, speech pathologist, for the school year.

### **Student Council**

An elementary student council will be formed to enhance our elementary building. Students will elect 2 students from grades three through six. Sponsors will be Mrs. Bridgeman and Mrs. Bailey. Meetings will be held the second Tuesday of every month beginning at 8:00 a.m.

The qualifications for student council are listed below:

- Works well consistently according to his/her ability
- Is cooperative and respectful with all adults
- Is cooperative and respectful with peers
- Work is done promptly in the classroom and/or at home
- Shows respect for school property
- Is friendly to all people
- Listens well
- Exhibits good behavior at extra curricular events
- No office referrals

The student council will be responsible for:

- Money makers
- Social activities
- Spirit activities
- Service projects

### **Technology/Computer**

All elementary students receive weekly computer instruction in the Computer Center under the guidance of Jamie Halley (PK—6). In the Computer Center, students work individually or with a partner beginning with keyboard skills then moving into word processing and other areas. Computers are in many classrooms.

### **Title I**

The Title I program supports our small group reading and mathematics programs. Mrs. Peavler will be our Title I instructor. We are classified as a Title I Schoolwide school. All of our children benefit from Title I funds.

### **Tutoring**

Tutoring will be available to all students. It will be held on Mondays, Tuesdays, Thursdays and Fridays. Tutoring will begin in September and run through April. We will focus on math and reading skills.

**HEALTH/SAFETY ISSUES**  
**Information from the School Nurse**  
\*\*\*\*\* Please read completely for new changes \*\*\*\*\*

**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 serving 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 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 you feel your child has 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 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 medicine **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 with note from the Dr. including the above information. The Dr. note will be valid for 1 month from the Dr. signature.
  2. A student has a severe enough cough to require cough drops; the cough is to be evaluated by the Dr. to ensure that there isn't a more serious underlying cause. **Students below fourth grade are strongly discouraged from using cough drops due to choking risk.**
- Allergy/Cold/Cough meds are 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, of this year if student is not to be screened-this is required annually.

## **Immunization Requirements**

### **Daycare, Preschool, Nursery School Children**

Effective July 1, 2010 the following 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 and 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. Parent/guardian statements of disease will no longer be acceptable beginning July 1, 2010.

### **School Age 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 clothes needs 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>

### **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.

### **The Vision Law**

- A new vision law was enacted in the 2008-2009 school year. Missouri law requires Green City R-I 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.**

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.  
Mrs. Joann Anderson, RN

## **DRILLS**

### **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. Drill procedures are posted in each room.

### **Fire Drill**

The signal for a fire drill will be a continuous ringing of bells. 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 their teacher 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.

### **Lockdown Drill**

Lockdown practice drills will be carried out for the safety of the school children.

### **Relocation Drill**

Relocation practice drills will be carried out for the safety of the school children.

### **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 window or to leave the designated area until they receive instruction from a member of the faculty. Drill procedures are posted in each room.

## NUTRITION/LUNCH ROOM POLICIES

### 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 7:50 and 8:15 a.m.

### Cafeteria Charges

**Students will not be allowed to exceed \$12.50 in cafeteria charges. Once this limit is reached, a parent/guardian letter will be sent and students will not be allowed to make additional charges until the account is paid. Cheese sandwiches and fruit will be available during lunch for those students who have reached the maximum charge amount of \$12.50. Staff members are also expected to keep food program balances paid.**

**All cafeteria charges must have at least a zero balance at the beginning of each school year before any charges can occur. Students owing money from previous years will not be allowed to charge until the previous balances are paid.**

### Cafeteria Prices

Full Price Meals:		Reduced Price Meals:	
Student Breakfast	\$1.45	Student Breakfast	30 cents
Student Lunch	\$1.95	Student Lunch	.40 cents
Adult Breakfast	\$1.95		
Adult Lunch	\$2.45		
Extras:			
Snack or Extra Milk	30 cents		
Extra Entrée	\$ 1.20		

### Dietary Request

All dietary requests or restrictions require a physician's order. This includes allergic reactions to food products.

### Free and Reduced Priced Lunches

Applications for free and reduced priced lunch 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; however, if application is not on file for the current school year by September 1<sup>st</sup>, free and reduced lunches will go back to full price until application is received.**

### Hot Lunch

Green City offers a hot lunch program for students. Menus will also be outlined on the monthly menu calendar sent home with the student. There is a reduced price for free lunch program available for families who qualify. Also, students may purchase extra milk.

### Lunch and Breakfast Money

All money needs to be given to your child's classroom teacher.

### Lunch Schedule

10:50 – 11:10	Kindergarten – Hedrick
10:55 – 11:15	First Grade – Tomlin
11:00 – 11:20	Second Grade – Tipton
11:10 – 11:30	Third Grade – Tucker
11:15 – 11:35	Fourth Grade – Dolan
11:20 – 11:40	Fifth Grade – Foster
11:25 – 11:45	Sixth Grade - Coy

### Lunch Room Rules

1. Keep noise to a minimum! This means that you will have to talk in a whisper. We realize that this is your time to visit but it is getting too noisy. Please whisper to your neighbors. 100 students talking in their regular voice is too loud.
2. If you want extra milk it can be purchased for 30 cents.
3. Fifth and sixth grade may have salads, Mexican bar, etc.; **salad bar is only a one-trip deal.**
4. Students please remember that when eating the salad bar etc. do not take excessive amounts of one item. Remember to be considerate to others.
5. Extras may be purchased in fourth, fifth and sixth grades.

6. All students may get extra fruits and vegetables if quantity allows. Wait until the class going through line is finished. Go to the end of that line.
7. Get your silverware, napkin, ketchup, mustard or salad dressing before you sit down
8. Pickles are not a side order they are a condiment. This means they are to be an extra for your sandwich. Please get them before you sit down. This is a one time offer unless you purchase another sandwich. You may have more pickles for your extra sandwich.
9. Please remember that there is no gum allowed at school or in the cafeteria.
10. **ANY OPENED FOOD MAY NOT LEAVE THE CAFETERIA.**
11. Any unopened chips, fruit rolls, etc... may be put in your backpack to go home---**DO NOT EAT ON THE BUS**—If problems arise this may be changed.
12. Please raise your hand if you need to ask a question—teachers will come to you.
13. You may get extra milk or juice, if you have finished the milk on your tray.
14. Please remember when leaving the tables to check your area for any food you might have dropped and paper you might have left.

#### **Pop Machines/Gatorade**

The pop/Gatorade machines in the high school are **not** to be used by the elementary students during school hours.

#### **Snack Milk/Juice – Kindergarten – Second Grade**

Students will be charged for snack milk and/or juice. The free and reduced payment does not cover the cost for these snacks.



## PARENT OPPORTUNITIES/INFORMATION

### 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 North East 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.

Bus #	Driver	Home Phone	Location of Route
15	Eric Littrell	857-4717	North Green City West Green City
10	Dennis Foster	874-4465 Cell 341-9745	Green Castle
4	David VanVelzer	874-4740	Pennville North Green City
5	Paul Kimmel	874-4860	Winigan East Winigan
3	Vern Stottlemire	857-3636	SW Mystic West Winigan
8	James Snyder	874-4326	South Green Castle Mystic Area

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

Buses will load west of the school starting at 3:18 p.m. each regular day and at 12:38 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 you 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 THE OFFICE (660) 874-4126.**

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

### **MISSOURI DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION 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.

#### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

#### **Formal LEA Complaints Against SEA**

1. Record. The SEA will record 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.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

#### **Complaints Against LEAs Received from the**

## United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

### Early Dismissals

If school is 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**.

You will also be notified by EZSchool Message if you choose to receive the calls.

If weather conditions cause an early dismissal during the school day, the superintendent will notify the public of dismissal time on the same radio and television stations. As parents, please make plans with your children so they will know where to go when these early dismissals occur.

### Early-Out Days

The early-out days will begin August 19, 2013. The early-out days will be the first two Wednesday's of each month. During these days the teachers focus on ways to improve teaching and learning.

### Earthquake Safety For Missouri's 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 un-reinforced 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***

### **EZ Message**

The school will still be using the Go Edustar EZ Message 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 want to participate.

### **Grading Systems/Scale**

The grading system used in the elementary school is as follows:

K-2 Mastery of Skills (1, 2, 3 scoring)

3-6 Letter Grades (A, B, C, D, F)

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

### **Legal Guardian**

In the case of a custodial dispute, no student will be allowed to leave the building with a non-custodial parent. Please inform the school if this pertains to your situation. The school will need legal documents on file.

### **Make-Up Work**

Parents are encouraged to call the school office to report the absence and to request homework. When a student must be gone several days, the parent is asked to bring in finished assignments before picking up more work. All make-up work should be submitted to the teacher within three days of the student's return to school. Please see your child's teacher about grade level specific expectations in regard to late work.

### **Missouri PIRC**

The Missouri PIRC, grounded by the six PIRC quality indicators, delivers parental support services in a systemic manner. The Missouri PIRC organizational structure assures a statewide impact that engages increasing numbers of parents in Missouri's 41 Title I schools. You may visit their website at [http://www.missouri\\_pirc.org](http://www.missouri_pirc.org).

## **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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

## **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

## **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.

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, 2013**. 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.]**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>-Student's name</li> <li>-Address</li> <li>-Telephone listing</li> <li>-Electronic mail address</li> <li>-Photograph</li> <li>-Date and place of birth</li> <li>-Major field of study</li> </ul> | <ul style="list-style-type: none"> <li>-Participation in officially recognized activities and sports</li> <li>-Weight and height of members of athletic teams</li> <li>-Degrees, honors, and awards received</li> <li>-The most recent educational agency or</li> <li>-Dates of attendance institution attended</li> </ul>   |
| <ul style="list-style-type: none"> <li>-Grade level</li> </ul>  | <ul style="list-style-type: none"> <li>-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.)</li> </ul> <p style="text-align: center;">Washington, D.C. 20202-8520</p> |

**Parent Volunteers**

Green City enthusiastically welcomes the participation of parents as volunteers in the education program. If you are interested, please check with your child's teacher or the school office. You will be asked to fill out a parent volunteer form. Your help is deeply appreciated.

**Parent/Teacher Conferences**

Parent-Teacher Conferences are scheduled in the Fall and Spring. Our goal is for 100% parent attendance during our two conference periods. On an individual basis, parent-teacher conferences will be arranged upon request of either a parent or teacher. It is our philosophy that your child's education is best served when clear expectations and mutual support exist between home and school. The dates are October 24, 2013 and March 13, 2014.

**Pledge of Allegiance**

All classrooms will be saying the "Pledge of Allegiance". If you wish your child not to participate please contact your child's teacher.

**Progress Reports**

Parents of students in grades 3-6 will receive a report of the child's progress at midterm of each quarter. This notice will be mailed and is an early notification to parents about their child's academic progress or difficulty. If a conference is desired with the teacher, please schedule one at this time, especially if your child is experiencing academic difficulty or frustration or if you feel there is a problem.

**Promotion and Retention Policy**

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.

Students who fail 2 core classes (math, reading, English, science, social studies) will be flagged and a retention/promotion checklist will be initiated. Upon completion of the checklist a meeting will be called with the parents, student, teachers, and principal. At that time, intervention strategies will be discussed and put into place.

Consistent with state law (Senate Bill 319) guidelines for the new law are listed below. This new law became effective July 1, 2001.

- Elimination of the “retest” requirement for students scoring at “Step I” on the MAP exams.
- Limiting the use, for accreditation purposes, of MAP scores from students with limited English proficiency.
- Assessment of students in grades 3-6 (with some exceptions) to determine their reading level.
- Individualized “Reading Improvement Plans” for students in grades 4-6 who are substantially below grade level in reading.
- Additional reading instruction for students with Reading Improvement Plans.
- Retention of students in grade 4 if they are reading below the third-grade level. (Several exceptions to this requirement are specified in the law.)

This limitation on promotion will not apply to students qualifying for/or 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.

### **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-I 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, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Green City R-I 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-I 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/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Green City R-I 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 high school and elementary office during school hours. Arrangements to view the plan may be made by contacting Jo Hall or building administrators.

This notice will be provided in native languages as appropriate.

### **Report Cards**

Progress reports will be issued at the end of each quarter. Parent/Teacher conferences will be held at the end of the first quarter (October 19) and the third quarter (March 8). Parents are encouraged to come to the conference, pick up the progress report, and discuss any matters of concern with the teacher. Second and fourth quarter report cards will be sent home after Christmas break and the end of the year, respectively.

### **Rights According to “The No Child Left Behind Act of 2001”**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110) have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.



- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent—

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

#### **Rights and Privacy of Parents and Students/Student Records**

All official records, files and data related to a specific student shall be made available for inspection and review by the parents of students under 18 or students who are 18 years of age or older as soon as practical after the request. This inspection shall be made under the supervision of a certified member of the staff who has the knowledge necessary for the interpretation of test results and other data.

To provide an opportunity for the correction of records that are inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, parents or students that are 18 years or older shall have an opportunity for a hearing to challenge the content of the student's school records.

Students' records and files may not be released without the written consent of the parent or student 18 years of age or older. Green City R-1 Schools will abide by all provisions of the Family Educational Right and Privacy Act of 1974.

## **SCHOOL DIRECTORY**

### **Administration**

222 Campbell, Donnie, Superintendent  
225 Gray, Ann, Elementary Principal  
228 Olmstead, Laura, H.S. Principal

### **Office Secretaries**

226 Conner, Mindy, High School  
221 Howard, Melissa, District  
224 Lunsford, Megan, Elementary

### **Elementary Faculty**

Aldridge, Carla, Para  
243 Ballinger, LaNessia, PreK  
244 Bridgeman, Shiela, Special Ed  
Clark, Karen, Para  
230 Coy, Dawn, Sixth  
232 Dolan, Teresa, Fourth  
Eckhoff, Sarah, Para  
242 Elementary Data Workroom  
235 Forquer, Nancy, Music  
231 Foster, Andi, Fifth  
279 Gray, Janie, PAT  
239 Hedrick, Melissa, Kindergarten  
Kasten, Alta, Para  
233 Peavler, Jennifer, Title I  
236 Tipton, Becky, Second  
238 Tomlin, Barb, First  
234 Tucker, Brittney, Third  
237 Intervention Room  
Watt, Tami, Para

### **High School Faculty**

246 Ayers, Jonna, Vocational Agriculture  
278 Ayers, Rick, Vocational Agriculture  
267 Bender, Pat, Science  
261 Campbell, Tammy, Special Ed Para  
282 Caraccio, Julie, Special Education  
263 Fields, Angela, Math  
268 Gordon, Danita, Science  
257 Hinds, Felicia, Communication Arts  
260 Hunsaker, Terry, Math  
272 Lunsford, Amanda, Business  
253 Mathis, Danny, Communication Arts  
264 Whitacre, Dale, History

### **Shared Staff**

245 Anderson, Joann, Nurse

242 Bailey, Charlotte, Literacy Coach  
241 Buck, Lisa, Speech Pathologist  
256 Fields, Donnie, At-Risk  
241 Hall, Jo, Speech Implementer  
274 Halley, Jamie, Library  
254 Fisher, Marjorie, Art  
269 Kottwitz, Emily, ELL/Web/Testing  
256 Moore, Cody, Physical Ed  
259 Palmer, Glenn, Band  
251 Snyder, Tyson, Custodian  
251 Stivers, Ray, Head Custodian  
223 Tipton, Mandy, Counselor  
251 White, Billy, Custodian

### **Various Locations**

269 A+ Room  
285 Activities Room (HS)  
262 Band Room  
286 Band Room, New addition  
251 Boiler Room  
248 Boy's Locker Room Office  
258 Chair Lift  
276 Elementary Computer Lab  
265 Elementary Counseling  
240 Elementary Workroom  
281 Green House  
285 Health Room  
273 High School Computer Lab  
270 High School Workroom  
265 HOSA room  
271 ITV Room  
252 Industrial Arts  
227 Kids Phone (HS Office)  
250 Kitchen  
282 Special Education Room  
284 Technology  
277 Weight Room

### **Bus Barn 874-4129**

#### **School Numbers/FAX Numbers**

- District Office (660)874-4128  
Fax (660)874-4515
- High School Office (660)874-4127  
Fax (660)874-5010
- Elementary Office (660)874-4126  
Fax (660)874-5950
- Nurse's Office  
Fax (660)874-4097

### **School Violence Hotline Number (1-866-748-7047)**

The State of Missouri, through a grant from the Department of Public Safety, has established a statewide School Violence Hotline to help school districts and law enforcement agencies be aware of reports of school violence as early as possible and to ultimately make schools safer. The School Violence Hotline is staffed Monday through Friday from 7:00 a.m. to 6:00 p.m. Calls are accepted; information is gathered and entered into a centralized database. The information is then communicated to the appropriate law enforcement agency and schools.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is an Act prohibiting 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; or
3. .is regarded as having such 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 Mike Rennells (660) 874-4127 or Ann Gray (660) 874-4126, 504 coordinators for the school district.

### **SENATE BILL 291:**

#### ***INTERPRETATION OF LAW RELATING TO PHYSICAL ACTIVITY***

This law goes into effect beginning with the 2010-2011 school year:

167.720.2(1): School districts shall ensure that students in elementary schools participate in moderate physical activity for the entire school year, including students in alternative education programs. Students in the elementary schools shall participate in moderate physical activity for an average of one hundred fifty minutes per five-day school week, or an average of thirty minutes per day. Students with disabilities shall participate in moderate physical activity to the extent appropriate as determined by the provisions of the Individuals with Disabilities Education Act, or Section 504 of the Rehabilitation Act;

**INTERPRETATION:** This section refers to physical activity rather than physical education. There is no change in the current elementary requirement of 50 minutes per week taught by a certified teacher. Therefore, the currently required 50 minutes can count towards the 150-minute minimum. If a school also provides one 20-minute recess period per day, then those additional 100 minutes can count towards the minimum requirement as well. Other than that, additional minutes of physical activity must be provided. The additional activity may be supervised by any certificated teacher, not just one certificated in physical education.

167.720.2(2): Each year the commissioner of education shall select for recognition students, schools and school districts that are considered to have achieved improvement in fitness;

**INTERPRETATION:** The department will promulgate rules regarding the selection process.

167.720.2(3): Students in middle schools may at the school's discretion participate in at least two hundred twenty-five minutes of physical activity per school week.

**INTERPRETATION:** Current requirements mandate 3,000 minutes per year of physical education at the middle school level (an average of 75 minutes per week). Schools may always exceed the minimum standard. This section is not a mandate.

167.720.2(4): A minimum of one recess period of twenty minutes per day shall be provided for children in elementary schools, which may be incorporated into the lunch period.

**INTERPRETATION:** Currently there is no state mandate for recess, so this will necessitate a change in some school districts. The language "...incorporated into the lunch period" is unclear. On the face, it appears that lunch and recess can be combined for a minimum of 20 minutes. Clearly eating lunch does not satisfy the definition of recess, so the Department supports a daily 20-minute recess that should not be interrupted by the regularly scheduled lunch time.

Additional language in the law: Any requirement of this section above the state minimum physical education requirement may be met by additional physical education instruction, or by other activities approved by the individual school district under the direction of any certificated teacher or administrator or other school employee under the supervision of a certificated teacher or administrator.

**INTERPRETATION:** The language is clear that the general classroom teacher, a teacher's aide or paraprofessional supervised by a certificated teacher, or administrator may lead students in additional physical activity during the school day. As defined in the law, this could include stretching, calisthenics, or exercise such as jumping jacks or running.

## **Senate Bill 319 Information**

### **Requirements of Senate Bill 319**

- Elimination of the "retest" requirement for students scoring at "Step 1" on the MAP exams.
- Limiting the use, for accreditation purposes, of MAP scores from students with limited English proficiency.
- Assessment of students in grades 3-6 (with some exceptions) to determine their reading level.
- Individualized "Reading Improvement Plans" for students in grades 4-6 who are substantially below grade level in reading.
- Additional reading instruction for students with Reading Improvement Plans.
- Retention of students in grade 4 if they are reading below the third-grade level. (Several exceptions to this requirement are specified in the law.)

### **Our Requirements on Instruction and Assessment**

- We have to test all 3<sup>rd</sup> grade students to determine their reading ability
- We have to test any 3-6 students who transfer in to determine their reading ability
- Those students who have been targeted as not reading on grade level need to be test again within 45 days of the end of school
- Students with disabilities or limited English proficiency may be exempted from the mandatory reading assessment
- Any student who has been determined to have a cognitive ability insufficient to meet the reading requirement may be exempt from the testing

### **Individualized Reading Improvement Plans**

- To developed for any third-grader who was determined to be reading **below second-grade level**
- It is up to the school district to develop their own plan
- The plan **MUST** include, at a minimum "30 hours of additional reading instruction or practice outside the regular school day during the fourth-grade year. (May be in the summer or regular school term)

### **Grade –level Reading Determination**

- School district is to establish its own method for assessing students
- Multiple methods of assessment are encouraged
- Assessments, which do not give a grade-level result, may be used in combination with other assessments to reach a grade-level determination.

### **4<sup>th</sup> Grade Requirements**

- Students in grade 4 with Reading Improvement Plans must be assessed again within 45 days of the end of the school year
- Those who are still reading below **third-grade level** "**shall be required** to attend summer school to receive reading instruction." (Our level is set at 2.9)
- At the end of summer school the reading level of these students must be assessed again at the end of summer school
- At this point, if a child is still reading below third-grade level, the district must notify the parents the parents or guardians, "and the child **shall not be promoted to fifth grade.**"

### **Exception to Mandatory Retention**

- School district may adopt policies that require retention for any student who does not fulfill local requirements to attend summer school for extra reading instruction
- School districts also may adopt or maintain their own policies regarding retention of other students, regardless of age or grade level, when a decision is made that “retention is in the best interests of the student.”
- Students receiving special education
- Student who are 504 Plans
- Students determined to have limited English proficiency
- Students who have been determined, prior to the beginning of any school year, to have a cognitive ability insufficient to meet the reading requirements – Reading Plans still need to be developed for these students

### **Timelines of Reading Improvement Plan**

- Develop at the end of third grade
- Additional instruction and summer school participation apply from the end of grade 3 through the end of grade 6

### **Other Requirements**

- At the end of grade 6, school districts MUST make a notation on the permanent record of any student who is determined to be reading below the fifth-grade level. This notation may be removed at any time the child reaches his/her appropriate reading level
- The school district must offer extra reading instruction in the summer (at least 40 hours) for any student with a Reading Improvement Plan. It may be offered in conjunction with a regular summer school program, and districts may provide these service on a cooperative basis

### **Sign In/Sign Out Procedures**

If a student arrives after the morning bell or leaves during the school day, parents must sign him/her out/in at the elementary office. This is necessary to insure the student's safety and to keep accurate attendance records. **(See student conduct page for complete procedure.)**

### **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's 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 complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

#### **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 Superintendent's 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 the allegations of the complainant, the Board will be requested to take corrective action. 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  
[agray@greencity.k12.mo.us](mailto:agray@greencity.k12.mo.us)

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.**

### **Visitors to the School**

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.

### **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. **Please sign in at District Office.**
  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. All requirements for visitors apply to students with additional considerations to be applied at the discretion of the building principal. Under most circumstances, student visitors are discouraged and, in any event, students must be age appropriate for the building they wish to visit.
2. Student visitors from other school districts must have written permission of both their own parent or guardian and the parent or guardian of any Green City R-1 student they wish to accompany into a school.
3. No student who is under suspension, expulsion or other form of discipline from this or any other school district shall be permitted to visit the Green City R-1 School District. Such students must have obtained expressed prior approval of the principal before entering and are restricted to the school office for the duration of their presence in the building.
4. Students dismissed earlier in one school than others are NOT permitted to be on the grounds

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.

## STUDENT CONDUCT

### Absences/Tardies

#### Missouri School Laws on Attendance

School attendance compulsory, who may be excused--nonattendance, penalty--home school, definition, requirements--school year defined--daily log, defense to prosecution--compulsory attendance age for the district defined. Policy 167.031.1. can be viewed on our website.

**Parents/Guardians are required to notify the school of a student's absence. Please report your child's absence and reason for absence before 9:00 a.m. at 660-874-4126. Student Absences need to be reported in writing, by phone, or in person at the elementary office.**

Each absence without notification will result in a phone call from a school official to determine the reason of the absence. If your child is absent for several days with a prolonged illness, such as chicken pox, calling each day is not necessary. At the time of the call, parents may request homework be sent home or collected to be picked up in the elementary office.

It is the child's responsibility to ask for all assignments he/she might have missed due to an absence from school. Extra attention will be given to his/her absence. If medical or dental appointments cannot be scheduled for non-school time, we request you schedule them as late in the day as possible. **Anytime a student knows in advance of an upcoming absence, either for one day or more, assignments should be requested in advance.** These assignments should be completed and returned when the student returns. Work will be due one day after they return to school.

Excessive unexcused absences will be reported to the proper authorities. Students are expected to be in school daily.

#### Acceptable reasons for excused absences or tardy include:

- Illness with doctor's note
- Medical appointments which cannot be scheduled before or after school, with verification
- Emergencies or death in the immediate family or close friend
- School activities at the request of the school
- Administrator's prior approval
- Nurse sending home/advised by nurse to stay home

#### Unexcused: (Listed below is just a sample)

- Illness without doctor verification or not okayed by the school nurse
- Shopping
- Leaving early with parent to run errands
- Hunting
- Auctions
- Needed at home

#### Action Steps for Frequent Absences or Tardies

1. **More than 3 unexcused absences/tardies:** On the third excused or unexcused absence/tardy the principal will call parents to check on attendance informing the parent about the concern of missing days of school
2. **Five or more unexcused absences/tardies:** The principal will schedule a parent conference. The intent is to find possible solutions to attendance problems. The Sullivan County Juvenile Officer will be notified.

Reducing tardiness helps teachers get the morning's learning activities underway for all students without interruptions or having to spend time "catching up" late arrivals.

**NOTE:** Children riding a bus that is late will not be counted as tardy. Children riding a late bus and eating breakfast will not be counted as tardy. Students with a doctor's appointment will not be counted as tardy.

#### After-School Activities

All elementary students participating in after-school activities must be supervised by an adult. Students are not to stay with siblings for practices unless the parent has made arrangements with the supervising coach and that supervising coach or teacher is willing to be responsible for the elementary student. **Students are not to roam the hall unsupervised.**



### Attendance Awards

- Perfect Attendance Award - This award is given to students who have been neither absent nor tardy less than .5 of a day throughout the school year.
- Exemplary Attendance Award - This award is given to students who have not missed more than one-day per semester during the school year.

### Ballgame Rules and Regulations

1. All elementary students must be accompanied by an adult. This means someone who is at least 18 years of age.
2. If you are not watching the ballgame or causing trouble you will either be asked to leave and not return or you will be asked to sit with your guardian.
3. Exhibit good sportsmanship's behavior. This means there should be no booing or heckling the referees or players.
4. All rules and regulations that apply during the school day also apply to our school sponsors activities.
5. **Prices for the ballgame are as follows: Student/\$1.00 Adult/\$3.00**

### Books

Students will be responsible for loss or abnormal damage to textbooks, library books, etc. loaned to them. The amount of reimbursement for loss or damaged materials will be determined by the principal.

### Bus Transportation Rules

Riding the bus is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey his/her requests. Students riding the bus are to go directly from the bus to the building each morning and return directly to the bus each afternoon. Students are to board the bus without leaving the school property.

### Bus Rules

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 their 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, proceed to the other side.
7. Pupils must not stand in roadway while waiting for bus. Stand well back from the loading area until the 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. All handwritten notes must be approved by the principal.
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 3:20.
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.

### Bus/Walkers

At the end of the day walkers will be dismissed first along with those students who are being picked up. Students will then be dismissed to board on the bus after other students have left the school grounds,

### **Cell Phones**

Students are not allowed to use cell phones during the school day. If your child needs to bring a cell phone to school it needs to be checked in with the teacher first thing in the morning. Cell phones may be picked up at the end of the day. Consequences for not turning in a cell phone will result in disciplinary actions.

### **Check In/Check Out Policy**

Upon arrival to school, parents/guardians and students must report to the elementary office. Mrs. Lunsford, elementary secretary, will have you sign-in/out. A representative from the office will take or retrieve your child from the classroom.

Teachers will no longer be able to admit or dismiss your child without an office representative. Please do not pick-up your child prior to 3:15, unless it is an emergency. When picking up your child, please wait in hallway by fire doors, located next to preschool. We are utilizing all time for instruction.

Parents should no longer drop a child off at the front door without reporting to the office.

We are implementing this procedure to ensure the safety of our students. Thank you in advance for your cooperation

### **Discipline**

Teaching children to be orderly is a constant and ever-present task. Good behavior patterns must be taught if students are to assume their proper roles as future citizens in our society. We expect students to be quiet and orderly at all times and every staff member is charged with the responsibility of maintaining good discipline.

The teachers and principal handle discipline. Loss of privileges and parent notification is common disciplinary practices followed. Only the principal will administer swats or in-school suspension. Serious or habitual disciplinary problems are referred to the principal and the following procedures are administered:

- All referrals are recorded.
- Parents will be notified by phone or a written note that their child has visited with the principal.
- Serious or habitual cases of misconduct may lead to in-school or out-of-school suspension. Students may not participate in extra-curricular activities while under in-school or out-of-school suspension.

### **General Student Regulations**

- The use or possession of weapons (knives, guns, etc.) drugs or tobacco is forbidden.
- No fighting is allowed
- Students may not leave the classroom without permission of the teacher, unless there is an emergency.
- Proper habits of cleanliness and care of property and paper materials are expected in the building.
- Respect and care for school and personal property is expected.
- Children will walk at all times on the right side of stairs and corridors.
- Talking in the hall will be kept to a minimum.
- Teasing, bullying and intimidating will not be permitted.
- Name-calling, tattling, and bad language will not be permitted.

### **Gifts**

The delivery of gifts and/or party invitations at school creates hurt feelings for those not receiving them. Please encourage your child to distribute invitations outside of school. We will appreciate gift/balloon deliveries made after 2:00 p.m. or outside of school, as well.

### Green City Elementary Schoolwide Expectations Matrix

	RESPECTFUL	RESPONSIBLE	SAFE
All Settings	<p>Listen and immediately follow instructions given by all supervisors</p> <p>Keep voice at appropriate level using kind words</p>	<p>Take care of school and personal property</p> <p>Give your best effort</p> <p>Accept consequences for your behavior</p>	<p>Walk unless told otherwise</p> <p>Body and property to self</p> <p>Pay attention and be alert</p> <p>Know emergency information</p>
Classroom	<p><b>Each teacher determines their own rules under the expectations of being respectful, responsible, and safe.</b></p>		
Hallway	<p>Neat and clean</p> <p>Hands and feet to yourself</p>	<p>Carry materials appropriately</p> <p>Return to class promptly</p> <p>Wait patiently</p>	<p>Walk in a forward-facing, single-file, straight line on the right side</p> <p>Keep a reasonable distance from person in front of you</p>
Cafeteria	<p>Use proper manners</p>	<p>Take care of needs</p> <p>Clean up after self</p> <p>Make healthy choices</p>	<p>Face forward</p> <p>Eat only your food</p>
Bathroom	<p>Respect others' privacy</p> <p>Use bathroom appropriately</p>	<p>Use only what you need</p> <p>Use quickly</p>	<p>Wash hands with soap</p> <p>Limit 6 students in the bathroom at one time</p>
Playground	<p>Good sportsmanship</p> <p>Share school equipment</p> <p>Be respectful to nature</p>	<p>Put away equipment</p> <p>Line-up promptly</p> <p>Keep area clean</p>	<p>Use equipment and area properly (fence, net, tire pieces, swings, etc.)</p> <p>Stay in approved areas</p>
Bus	<p>Keep clean</p>	<p>Take all belongings when exiting</p> <p>Be at stop on time</p> <p>Watch for stop and quickly exit bus</p>	<p>Remain seated</p> <p>Face forward</p> <p>Go directly to destination</p>
Assembly/Extra Curricular	<p>Raise your hand to speak when appropriate</p> <p>Applaud appropriately</p> <p>Be attentive, courteous and polite</p>	<p>Observe personal space</p> <p>Sit appropriately</p>	<p>Use steps to enter and exit bleachers</p>

### **Internet Acceptable Use Policy (See Regulation 6320 in Administrator's office)**

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material 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-I School District requires that students and parents or guardians are aware of the following rules for acceptable on-line 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 ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are not permitted:
  - Unauthorized use
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Damaging computers, computer systems, or computing networks
  - Violating copyright laws
  - Using another's password
  - Trespassing in another's folders, work, or files
  - Intentionally wasting limited resources, including through the use of "chain letters" and messages broad cased to mailing lists or individuals
  - Employing the network for commercial purposes
  - Revealing the personal address or phone number of yourself or any other person without permission from your teacher
4. Violations will result in a loss of access as well as other disciplinary or legal action.

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.

### **Library Privileges**

Students failing to make restitution at the end of the school year for library materials destroyed, lost, or not returned will lose library checkout privileges the following year.

### **Morning Rules**

1. DO NOT enter your classroom until 7:55 a.m. or until the buses arrive which ever comes first. If you are eating breakfast you need to go to the cafeteria. If you arrive at 7:55 a.m. **DO NOT wait until 8:15 a.m. to go eat.** You need to go to the cafeteria as soon as you arrive.
2. DO NOT go past the cafeteria door. Unless you have prearranged band lessons. ALL students are to use the restrooms by the elementary office.
3. You may only use the new restrooms if your teacher is waiting in the hallway by the door.
4. If you are eating breakfast you need to get in line, get your tray, and eat quickly. Do not sit and visit in the cafeteria. All students need to be finished with breakfast by 8:20 a.m.
5. Use the restroom, get a drink and return to your classroom promptly.
6. DO NOT roam the halls.
7. DO NOT visit other classrooms unless you have business with the teacher.
8. In the cafeteria you need to sit in your designated spot. DO NOT move around.

### **Outdoor Play**

Generally, children are expected to go out of doors during recess. The fresh air and exercise they get during these play periods are invigorating and healthful, if children are properly dressed for prevailing weather conditions. Also recesses are a welcome break to the routine of the classroom and they provide excellent opportunities for unstructured sociability, play, and physical activity.

When a child is recuperating from an illness or injury or has a health problem that temporarily requires his/her remaining indoors, the parent should notify the child's teacher by written note. Children who must remain indoors will be sent to an area in the building where there is adult supervision during recess.

### **Playground Rules**

It is important that children learn early in their school years the need for proper behavior, respect for authority and the rights of others, and following established rules for the good of all concerned. Proper student attitudes towards good behavior are best developed cooperatively by the home and the school. School rules and expected behavior should be made clear to students and enforced consistently.

Following are playground rules of which parents and student should be aware:

- Students will play only at designated areas of the playground
- Bicycles are to be parked in the bike rack
- No games or activities are permitted in the schools or grounds that involve undue bodily contact or whose purpose is throwing or pushing children to the ground. This includes such activities as: wrestling, tackle football, horseback fights, king-of-the-hill, etc.
- Playground equipment will be used properly at all times – no standing on slides and swings, swinging sideways, jumping from slides, etc.
- No throwing crumb rubber
- Jump ropes will be used for their intended purpose only

### **SEXUAL HARASSMENT PROHIBITED NOTICE TO ALL EMPLOYEES AND STUDENTS REGARDING SEXUAL HARASSMENT (See Regulation 4810 in Administrator's office)**

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

### **Students Bringing Things to School**

Students are **not to bring** things other than school materials without the consent of the classroom teacher. No breakable articles or live animals are allowed on the bus. No sports equipment except ball gloves should be brought to school. All personal articles including lunch boxes should be plainly identified with student's name.

### **Student Dress**

Proper dress is expected at all times. Shoes should be appropriate for safety and comfort. Caps and hats should not be worn in the building. Please make sure your child is sufficiently dressed for outside recess in cold weather. Shorts are discouraged during cold weather.

- Shorts/skirts should reach fist
- Writing on shirts should be non-distracting and non-suggestive - Clothing that falls into this category includes but is not limited to the following suggestive items: alcohol, drugs, tobacco, sex, and negative connotations
- Shirts/tops/dresses should not expose backs and stomach even when arms are raised
- No low necklines
- Shirts should have at least 1 inch straps
- Undergarments should not show at all

- Hats, visors, and bandanas (worn as a hat) should not be worn unless arrangements have been made
- Large arm-holes in tank tops should not be worn
- Muscle shirts should not be worn
- Dress appropriately for cold weather
- Please do not allow students to wear shorts and/or sleeveless shirts during cold weather
- Parents will be notified if students arrive in inappropriate attire.

**Telephone**

The telephone may be used by students only with permission from the administration.

# ANY POLICY REFERRED TO IN THIS HANDBOOK MAY BE VIEWED IN ITS ENTIRETY IN THE OFFICES OF THE SUPERINTENDENT, HIGH SCHOOL PRINCIPAL, ELEMENTARY PRINCIPAL, AND SCHOOL'S WEB PAGE

## ORGANIZATION, PHILOSOPHY and GOALS

Policy 0510

### Policy Development and Review

#### Policy Development, Adoption and Review

The development and adoption of policies to govern operation of the School District are the responsibility of the Board of Education. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

**Implementation The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student and parent handbooks that interpret Board policies and state rules and regulations that affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.**

#### Review

The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board.

#### Posting Board Policies and Student Handbooks

During periods of time in which the District maintains a District web site, the Board's policies and regulations along with student handbooks will be posted on the web site.

## STUDENTS

Policy 2100

### Nondiscrimination and Student Rights

#### Nondiscrimination and Student Rights

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, disability, or perceived sexual orientation 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 procedures and student support services.

## STUDENTS

Policy 2110

See Regulation

### Nondiscrimination and Student Rights

#### 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 § 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. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

## STUDENTS

Policy 2120

### Nondiscrimination and Student Rights

#### 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

## STUDENTS

Policy 2130

**Nondiscrimination and Student Rights**

**See Regulation**  
**See Form**

**Harassment**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

**STUDENTS**

**Nondiscrimination and Student Rights**

**Policy 2130.2**  
**See Regulation**  
**See Form**

**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

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

[www.eeoc.gov](http://www.eeoc.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)

**STUDENTS**

**Nondiscrimination and Student Rights**

**Policy 2140**

**Marital, Parental Status of Students**



Students who are married, pregnant or who have given birth will be treated in a like manner as other students with respect to academic matters, student activities as well as other educational benefits provided by the District.

**STUDENTS**

**Nondiscrimination and Student Rights**

**Policy 2150**  
**See Form**

**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, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. However, no strip searches are to be conducted.

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. A student who refuses to submit to a search may be appropriately disciplined by school officials.

**STUDENTS**

**Nondiscrimination and Student Rights**

**Policy 2160**

**Interviews, Interrogations and Removal From School**

**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.

**Removal of Students From School**

Before a student at school is arrested or taken into custody by a 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.

**STUDENTS**

**Nondiscrimination and Student Rights**

**Policy 2170**  
**See Regulation**

**Distribution of Noncurricular Publications by Students**

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational 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.

**STUDENTS**

**Nondiscrimination and Student Rights**

**Policy 2180**

**Pledge of Allegiance**

Schools shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student no less than once a week.

No student shall be required to recite the Pledge of Allegiance.

**STUDENTS**

**Policy 2200**

**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 preregister in the spring prior to the fall semester in which they are to begin attendance.

**STUDENTS**

**Policy 2210**

**Admission and Withdrawal**

**Entrance Age**

**Entrance Age for Kindergarten**

To be admitted to kindergarten or to summer school prior to the student's regular term, a student must be five (5) years old before August 1st preceding entrance.

**Entrance Age for First Grade**

To be admitted to first grade a student must be six (6) years old before August 1st preceding entrance. However, students who have completed an accredited kindergarten program will be considered for enrollment in the first grade regardless of the August 1<sup>st</sup> cut-off date.

A birth certificate will be required as proof of age.

**STUDENTS**

**Policy 2220**

**Admission and Withdrawal**

**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.

**STUDENTS**

**Policy 2230**

**Admission and Withdrawal**

**See Regulation**

**See Form**

**Admission of Resident Students**

All students, five to twenty-one (5-21) years of age, who 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 child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

**Exceptions**

The residency provisions of this policy are not applicable to homeless students, students with only one parent living, inter-District desegregation students, wards of the state, students placed in residential care facility due to a mental illness or developmental disability, students placed in a residential facility by a juvenile court, or students attending regional or cooperative alternative education programs. The exemptions are expressly established by state law and entitle such students to tuition-free school attendance.

**Students of Nonresident Teachers and Regular Employees**

Nonresident students of District teachers or regular District employees may be permitted to attend school without payment of tuition. Such students will be considered to be "resident" students for purposes of state aid.

**STUDENTS**

**Policy 2240**

**Admission and Withdrawal**

**See Regulation**

**Admission and Tuition - Nonresident Students**

Nonresident students may be permitted to attend the District schools upon payment of tuition provided the student is not barred from enrollment by provisions of the Safe Schools Act. (See Policy 2664.) Tuition rates will be determined annually by the Board of Education on the basis of the per-pupil cost for the preceding year including operation, maintenance, and debt service of the schools.

Within two (2) business days of enrollment in the District by state officials of a nonresident student pursuant to state statute, the Superintendent/designee will request the student's transfer and discipline records from all schools or facilities previously attended and from other state agencies and entities involved in the placement of the student within the twenty-four (24) month period preceding enrollment. The Superintendent/designee is authorized to share relevant portions of such student's transfer and discipline records with District employees who, based upon their duties, have a need to know such information. Such records will be maintained in confidence for purposes of maintaining discipline and for assistance to the student. The student's transfer and discipline records will not be a part of the student's permanent record nor used as the sole basis for denying educational services to a pupil.

**STUDENTS**

**Policy 2245**

**Admission and Withdrawal**

**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 that 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. However, a student may be permitted to enroll temporarily until a full transcript is obtained.

**Transfers from Unaccredited Schools**

Parents/guardians should be advised that if they choose to transfer their student to the public school from an unaccredited school, the student will not be guaranteed comparable placement in the public schools. Students transferring will be assigned an appropriate grade level and class assignment based on their educational and developmental level as determined by the principal through assessment of student's age, educational experience, achievement tests and consultation with parent/guardian and personnel from the student's former school.

**Intra-district Transfers**

The Superintendent may authorize the transfer of a student from one District school to another. Reasons for the transfer may include, but are not limited to:

1. Welfare of the student
2. Disciplinary concerns
3. Curriculum offerings
4. Special education placement
5. Parent/guardian custody
6. Relocation of residence
7. Student of a District employee
8. Transportation

The request for transfer may be initiated by the building principal and/or the parent/guardian. The request shall outline the reasons for the transfer, the positive and negative impact upon the student, and any differences of opinion about the transfer. A request for a student transfer will be submitted to the Superintendent.

**STUDENTS**

**Policy 2250  
See Regulation**

**Admission and Withdrawal**

**Admission of Exchange Students**

Resident foreign exchange students under the auspices of an organization or association accredited by the state and/or federal governments for that purpose may enroll in the School District, and shall have all the rights and privileges of a resident student during the period of enrollment. Those sponsoring agencies which comply with the standards for foreign student exchange programs as established by the U.S. Department of State are those which will be recognized by the District.

**STUDENTS**

**Policy 2260  
See Regulation**

**Admission and Withdrawal**

**Homeless Students**

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

**STUDENTS**

**Policy 2270  
See Regulation**

**Admission and Withdrawal**

**Migrant Students**

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students.

**STUDENTS**

**Policy 2280**

**Admission and Withdrawal**

**Admission of Home Schooled Students**

Students who enroll in the District from a home-schooled status must meet residency requirements as stipulated in Policy 2230.

Grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of student's age, total educational experience, achievement tests administered at the time of District registration, and consultation with parents/guardians.

**STUDENTS**

**Policy 2290**

**Admission and Withdrawal**

**Student Withdrawal From School**

Students who withdraw from school for any reason are required to notify the building principal and provide a specific reason for withdrawal.

Each building principal will submit a monthly report to the Superintendent concerning the identity and reason of each student withdrawing from school.

Building principals will respond within five (5) business days to requests by other schools for the records of students transferring from District schools. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Regulation 2673.

**STUDENTS**

**Policy 2310**

**Attendance**

**See Regulation**

**Student Attendance**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

**STUDENTS**

**Policy 2320**

**Attendance**

**See Regulation**

**Part-Time Attendance**

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

**STUDENTS**

**Policy 2330**

**Attendance**

**See Regulation**

**Student Early Dismissal Procedures**

Students are to be released from school during school hours only with permission of the building principal/designee.

Early dismissal of a student may be approved only by the principal/designee. Normally requests for early dismissal must be in writing, signed and dated by a parent/guardian.

**STUDENTS**

**Policy 2340**

**Attendance**

**See Regulation**

**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.

**STUDENTS**

**Policy 2410**  
**See Regulation**

**Student Educational Records**

**Health Information Records**

Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

**STUDENTS**

**Policy 2520**  
**See Regulation**

**Student Academic Achievement**

**Promotion and Retention**

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 schools 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 achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 - Promotion and Retention.

**STUDENTS**

**Policy 2525**

**Student Academic Achievement**

**Graduation Requirements**

The graduation requirements set out in this policy will apply to the Class of 2010. Students who will be in the ninth (9<sup>th</sup>) grade for the 2006-07 must adjust their schedules for each school year beginning 2006-07 to satisfy the minimum requirements for high school graduation in 2010.

The minimum graduation requirements effective for the Class of 2010 are as follows:

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	9 units
Total	26 units

The District will accept courses offered through Missouri's K12 Virtual Instructional Program (MoVIP) as units of credit meeting state and local graduation requirements beginning with the 2007-08 school year provided however the quantity and quality of completed student works meets standards applicable to the District's traditional program. (See Policy Virtual Instruction Program).

**STUDENTS**

**Policy 2530**

**Student Academic Achievement**

**Graduation Requirements - Students with Disabilities**

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

**STUDENTS**

**Policy 2540**

**Student Academic Achievement**

**Early Graduation**

Graduation, with all attendant privileges, will be allowed any time after six (6) semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and local School Boards. Early graduation should be part of a cooperative plan arrived at by students, their parent/guardian, and the school.

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

**STUDENTS**

**Policy 2600**

**Discipline**

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in nonschool activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

The District will provide annual inservice training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

**STUDENTS**

**Policy 2610**

**Discipline**

**See Regulation**

**Behavioral Expectations**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

**STUDENTS**

**Policy 2620**

**Discipline**

**See Regulation**

**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. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. 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.

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.

**STUDENTS**

**Policy 2630**

**Discipline**

**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.

**STUDENTS**

Discipline

**Policy 2640**

**Student Use of Tobacco, Alcohol and Drugs**

**Smoking**

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

**Alcohol and Drug Use**

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

**STUDENTS**

Discipline

**Policy 2641**

**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.

**STUDENTS**

Discipline

**Policy 2650**

**See Form**

**Student Vehicle Use**

Building principals have 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.

**STUDENTS**

Discipline

**Policy 2651**

**Student Dress**

The Board of Education expects student 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.

**STUDENTS**

Discipline

**Policy 2652**

**Student Conduct on Buses**

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers 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.

**STUDENTS**

**Policy 2653  
See Regulation**

**Discipline**

**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.

**STUDENTS**

**Policy 2654**

**Discipline**

**Student 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 tax payers. 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.

**STUDENTS**

**Policy 2655**

**Discipline**

**Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

**STUDENTS**

**Policy 2656**

**Discipline**

**Student Cell Phone Usage**



Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-09 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed. After the first semester 2008-09, out-of-school suspensions will be imposed on the first and subsequent offenses.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

**STUDENTS**

**Policy 2660**  
**See Regulation**

**Discipline**

**Detention**

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.

**STUDENTS**

**Policy 2661**

**Discipline**

**In-School Suspension**

In-school suspension 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 in-school suspension program for a reasonable and specified period of time.

**STUDENTS**

**Policy 2662**  
**See Regulation**  
**See Form**

**Discipline**

**Suspension**

*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 180 school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 school days

**STUDENTS**

**Policy 2663**  
**See Regulation**  
**See Form**

**Discipline**

**Expulsion**

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

Prior to enrollment, a student who is under suspension or expulsion from any other in-state or out-of-state public or private school and who is seeking admission will be evaluated by the Superintendent or Superintendent's designee. However, upon request, the Superintendent/designee will confer with the pupil, parent/guardian or person acting as parent of a special education student to consider imposition of the other school's suspension or expulsion. If the Superintendent/designee determines that such conduct would have resulted in a suspension or expulsion had the conduct been committed in District schools, the suspension or expulsion will be implemented.

No student 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.

(This policy and regulation in its entirety may be reviewed in any administrative office.)

**STUDENTS**

**Policy 2664**  
**See Regulation**

**Discipline**

**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.

**GENERAL ADMINISTRATION**

**Policy 2670**

**Discipline**

**Corporal Punishment: Prohibited**

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.

**STUDENTS**

**Policy 2671**  
**See Regulation**  
**See Form**

**Discipline**

**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.

**STUDENTS**

**Policy 2672**  
**See Regulation**

**Discipline**

**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.

**STUDENTS**

**Policy 2673**  
**See Regulation**

**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 members 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/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

**STUDENTS**  
**Student Welfare**

**Policy 2720**

**Employment of Students**

The Superintendent of Schools will make provision for the issuance of work permits to students between the ages of fourteen (14) and sixteen (16).

**STUDENTS**  
**Student Welfare**

**Policy 2730**

**Supervision of Students**

Students are to be under supervision of the professional staff at all times during school hours and at school sponsored activities.

It is the responsibility of principals to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional areas or on the playground.

**STUDENTS**  
**Student Welfare**

**Policy 2740**  
**See Regulation**

**Student Safety**

The District places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, severe disciplinary consequences will be imposed. (See also Regulation 2610 - Behavioral Expectations.) In addition and pursuant to the No Child Left Behind Act of 2001, student victims of a violent criminal offense that was committed on school premises will be offered transfer to another District school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a *victim* is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

The District will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee. Reportable offenses are set out in Regulation 2740.

**STUDENTS**  
**Student Services**

**Policy 2810**

**Guidance and Counseling Services**

The District is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading District students to successful transitions into post-secondary education and into the workforce. The District's guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. The District guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program.

The content of the District's program, consistent with the Missouri Comprehensive Guidance and Counseling Program, is divided into three broad areas as follows:

**Academic Development (ACAD)**

1. Students will apply skills needed for achievement in school, both cognitive and affective.
2. Students will utilize skills necessary to successfully transition between educational levels.
3. Individual student learning plans will be developed and monitored throughout the students' District learning experience.

**Career Development**

1. Students will achieve life career goals through the consistent application of career exploration and planning skills.
2. Students will identify and locate information relevant to the "World of Work" and post-secondary training/education.
3. Students will achieve on-the-job success through the application of employment readiness skills.

**Personal/Social Development**

1. Students will achieve an understanding of themselves as individuals and as members of diverse local and global communities.
2. Students will interact with others in ways that manifest respect for individual and group differences.

**STUDENTS**

**Policy 2815**

**Student Services**

**Assessment and Referrals to Outside Services**

The counseling staff, in consultation with other staff members, is responsible for the initial assessment of students' 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.

**STUDENTS**

**Policy 2820**

**Student Services**

**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

**STUDENTS**

**Policy 2830**

**Student Services**

**Health Services**

The Board of Education believes that in order to provide for the safety and well being of its students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator.

The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for their child's medical treatment.

**STUDENTS**

**Policy 2850**  
**See Regulation**  
**See Form**

**Student Services**

**Inoculations of Students**

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

**STUDENTS**

**Policy 2860**  
**See Regulation**

**Student Services**

**Students with 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 each school nurse.

**STUDENTS**

**Student Services**

**Policy 2870**  
**See Regulation**  
**See Form**

**Administering Medicines To Students**

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board of Education also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for identified as disabled under those laws.

**STUDENTS**

**Student Services**

**Policy 2880**

**Student Physical Examination**

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.

**STUDENTS**

**Student Services**

**Policy 2890**

**Do Not Resuscitate (DNR) Orders**

The School District recognizes that some students have progressive medical conditions that may result in the students' death while present at school or school activities. The District appreciates the difficult medical and emotional decisions that must be made when families choose to limit resuscitative efforts for these students. Accordingly, the administration shall develop procedures for evaluating requests by a parent or guardian that the District honor a Do Not Resuscitate (DNR) order from a licensed physician.

At a minimum, the procedures will require an individualized evaluation of each request. The procedures will comply with federal and state law. A health care and resuscitation/non-resuscitation plan shall be developed for each request and shall include a determination regarding what if any resuscitation efforts are appropriate. Health care and resuscitation/non-resuscitation plans will be developed by a multidisciplinary team that shall include the student's parents or guardians and physician; appropriate school personnel (including but not limited to, the principal, counselor, and school nurse) and their consultants; and when appropriate, the student. This team will consider the best interests of the student.

The team will also address and plan for the effect of a student's sudden death on other students and staff in each school setting in which the student participates. Health care and resuscitation/non-resuscitation plans shall be reviewed regularly and have a specific limited duration. Such plans will be communicated to all school personnel who have a need to know in order to implement these plans. The administration shall coordinate with local emergency medical services to implement the plans.

**STUDENTS**

**Activities and Athletics**

**Policy 2910**  
**See Regulation**

**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.

**STUDENTS**

**Activities and Athletics**

**Policy 2920**  
**See Regulation**  
**See Form**

**Interscholastic Activities and Athletics**

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

**Hazing**

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

**STUDENTS**

**Activities and Athletics**

**Policy 2930**  
**Form 2930, 2930.1, 2930.2**

**Concussions – Brain Injury**

Any District athlete suspected of sustaining a concussion or brain injury must be removed from practice and competition immediately and may not participate in contact athletic practice or competition for at least twenty-four (24) hours. Athletes suspected of sustaining concussion or brain injury will not be permitted to return to contact practice or competition until being evaluated by a licensed health care provider trained in the evaluation and management of concussions and receiving a written clearance from the provider to return to competition. (See Form 2930 - MSHSAA Concussion Return to Play Form). Information about concussions obtained from MSHSAA (Form 2930.2) or similar materials will be made available to all student athletes and to their parents/guardians.

**STUDENTS**

**Activities and Athletics**

**Policy 2940**  
**See Regulation**

**Student Group Use of School Facilities**

Pursuant to the Equal Access Act, District secondary schools will provide an opportunity for student-initiated noncurricular groups to conduct meetings on school premises, during noninstructional time, and will not discriminate against students on the basis of the religious, political or philosophical 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 noncurricular.

**SUPPORT SERVICES**  
**Safety, Security and Communications**

**Policy 5220**

**School Bus Safety**

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The Administration will develop regulations for students to be included in Policy and Regulation 2610 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

**SUPPORT SERVICES**  
**Food Service Program**

**Policy 5520**

**Uniform policy for Free and Reduced-Price Meals**

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

**INSTRUCTIONAL SERVICES**  
**Curriculum Services**

**Policy 6116**

**State Mandated Curriculum: Human Sexuality**

Any course materials and instruction related to human sexuality will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity as the preferred choice of behavior;
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization, that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

**STUDENTS**  
**Student Services**

**Regulation 2870**  
**Form 2870**

**Administering Medicines to Students**

**Prescription Medication**

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

#### **Over-the-Counter Medication**

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

#### **Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication.

#### **Storage and Administration of Medication**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

#### **Pre-filled Auto Syringes**

A school nurse or other school employee trained and supervised by the nurse may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of pre-filled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurses training in recognizing an acute episode of an anaphylactic reaction. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods for administering a pre-filled auto syringe in good faith consistent with standard medical practices.

#### **Self-Administration of Medication**

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

#### **Cardiopulmonary Resuscitation Training**



Upon Board of Education authorization, the District will provide instruction in cardiopulmonary resuscitation to District students grades 9-12. The instruction will be part of a health educational course and will include hands-on practice and skill testing to support cognitive learning. However, the District may elect to develop an agreement with a first responder to provide the required practice and testing. Students with disabilities may participate to the extent appropriate as determined by the student's IEP or 504 Plan.

#### **Administration of Asthma Rescue Medication**

The Board of Education, by a majority vote, may authorize a licensed registered nurse to maintain a supply of asthma related rescue medication at each District school. The nurse will recommend the quantity of such medication to be maintained. The asthma rescue medication will be obtained by prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Such prescription shall list the District as the patient, will contain the nurse's name, and will be filled at a licensed pharmacy. A school nurse or other school employees trained by and supervised by the nurse shall have the discretion to use asthma related rescue medications on any student the school nurse or trained employee believes is having a life-threatening asthma episode based upon their training in recognizing an acute asthma episode. Immunity, under §167.624, from civil liability for trained employees administering life saving methods shall apply to trained employees administering an asthma related rescue medication under this policy.

#### **Parent/Guardian Administration**

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

#### **Exception for Potentially Harmful Administration**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

#### **INSTRUCTIONAL SERVICES** **Curriculum Services**

**Policy 6145**  
**Regulation 6145**

#### **Service Animals in Schools**

The District recognizes that service animals may be used to provide assistance to qualified individuals with disabilities. This policy governs the presence of service animals in the District's buildings, on school property (including school buses), and at school activities. The Board of Education adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, and to ensure that the District does not discriminate on the basis of disability.

Qualified students and/or adults with disabilities may be accompanied by a "service animal" on school property, in school buildings, and at school functions when required by law and subject to the conditions of this Policy.

#### **Service Animals**

Under federal law, a "service animal" means "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition (See, however, provisions on miniature horses below). The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Under Missouri law, the term "service dog" is defined as "any dog specifically trained to assist a person with a physical disability by performing necessary physical tasks which the person cannot perform. Such tasks shall include, but not be limited to, pulling a wheelchair, retrieving items, and carrying supplies.

The District will permit the use of a miniature horse as a service animal if: (1) the miniature horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability.

In determining whether to permit the use of a miniature horse as a service animal, the District will consider: (1) the type, size and weight of the miniature horse and whether the facility can accommodate these features; (2) whether the handler has sufficient control of the miniature horse; (3) whether the miniature horse is housebroken; and (4) whether the miniature horse's presence compromises legitimate safety requirements that are necessary for the safe operation of the facility. All additional requirements outlined in this Policy which apply to service animals, shall apply to miniature horses.

If an individual with a disability requests to use a service animal in a District building, on District property, in a District vehicle or at a District function, the District will not ask about the nature or extent of the person's disability. However, the District may make the following inquiries to determine whether an animal qualifies as a service animal: (1) whether the animal is required because of a disability; and (2) what work or task the animal has been trained to perform. The District may not make these inquiries when it is readily apparent that an animal is trained to work or perform tasks for an individual with a disability.

The District will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

#### **INSTRUCTIONAL SERVICES** **Curriculum Services**

**Policy 6180**  
**(Form 6180)**

#### **English Language Learner (ELL)**

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

**STUDENTS**

**Policy 6190**

**Student Academic Achievement**

**Virtual Instruction Program**

The District will participate in the State's Virtual Instruction Program (MoVIP). MoVIP offers District students the opportunity to participate in free or tuition-paid online courses in a variety of grade level and content areas from kindergarten through grade 12.

MoVIP courses may be taken during the school day or outside of the school day. The number of credits that a student may earn during any academic period will not be limited by the District. Students and their parents/guardians are encouraged to meet with school counselors to develop an educational program, including MoVIP courses, which best meets the individual needs of District students. Students participating in MoVIP courses will have access to District facilities and technology which is otherwise available to students participating in the regular school program.

The District will receive notification from MoVIP concerning the percentage of work satisfactorily completed by each student for each virtual education class completed. District staff members will assign a grade and course credit depending upon the percentage of work satisfactorily completed for each class. In awarding credit and assigning grades, the District will apply the same standards for grade assignment and credit award as are applied to courses completed in the District's traditional curriculum. Credit toward meeting District graduation requirements will be awarded for MoVIP courses provided the work completed meets the academic standards required in the District's traditional educational program.

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.

**INSTRUCTIONAL SERVICES**

**Policy 1610**

**Private, State, and Federal Programs Administration**

**Regulation 1610**

**Protection of Student Rights**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

**STUDENT EDUCATIONAL SERVICES**

**Policy 2400**

**Students**

**Form 2400**

**Student Educational Records**

A cumulative educational record shall be maintained for each student from his/her 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 District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational 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.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

**INSTRUCTIONAL SERVICES**  
**Curriculum Services**

**Policy 6130**  
**Regulation 6130**

**Drug Education**

The Board of Education understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, the School District will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.
7. Follow federal mandates concerning drug and alcohol education.

**Instructional Services**

**Policy 6140**

The District does not utilize a separate curriculum for students with disabilities. It is the policy of the District to implement a program of regular and special education based on the individualized needs of each disabled student. The District will provide special education and/or related services to students with disabilities in accordance with applicable law, including the IDEA, its implementing regulations, the Missouri State Plan for Part B of the IDEA, Section 504 of the Rehabilitation Act of 1973, its implementing regulations, and Title II of the Americans with Disabilities Act.

For students identified as disabled under the Individuals with Disabilities Act (IDEA), each student's IEP team will develop an Individualized Educational Plan (IEP) that will address how that student's disability affects that student's involvement and progress in the general curriculum. Each student's IEP team also will, in accordance with IDEA, create an IEP that includes a statement of the special education, related services and supplementary aides and services that will enable the student to be involved in and make progress in the general educational curriculum.

**INSTRUCTIONAL SERVICES**  
**Curriculum Services**

**Policy 6320**  
**Regulation 6320**

**Libraries, Media and Technology Services**

**Internet Safety Policy**

## A. Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## B. Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## C. Internet Safety Training

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

## D. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## E. Supervision and Monitoring

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Internet Usage or designated representatives.

Last modified: July 10, 2012

## INSTRUCTIONAL SERVICES Evaluation Services

Policy 6440  
Regulation 6440

### Statewide Assessments

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

## STUDENTS

### Student Educational Records

Regulation 2400  
See Policy  
(Form 2400)

#### Definitions

1. *Directory information* means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information, under this policy, includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.
2. *Educational record* means those records that are directly related to a student and are maintained by the District.
3. *Disclosure* means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
4. *Eligible student* means a student who has reached 18 years of age or attends an institution of post-secondary education.
5. *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
6. *Personally identifiable information* includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
7. *Student* means any individual who is or has been in attendance in the District and about whom the District maintains educational records.

#### General Guidelines

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.
2. When a student reaches the age of 18, or attends a post-secondary institution of education the parent/guardian rights under this policy will transfer from the parent/guardian to the student.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:

- a. To inspect and review the student's educational records.
- b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
- d. To obtain a copy of this policy and guidelines.

The annual notification will also inform parents/guardians and eligible students where copies of the policy and guidelines are located.

4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that 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/guardian's or eligible student's consent.

#### **Procedures for Inspection and Review of Educational Records**

1. The District's regulation permits parents/guardians and eligible students to inspect and review the educational records of the student.
2. After a request for access to records, the District will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to [ \_\_\_\_\_ ].
3. After the parent/guardian or eligible student has had an opportunity to inspect and review the student's educational records, the parent/guardian may make a request for explanations and interpretations of the records to [ \_\_\_\_\_ ]. The District's designee shall respond to all reasonable requests for explanation or interpretation.
4. The District will not destroy any educational record if there is an outstanding request to inspect and review that record.
5. If a student's educational records contain information on more than one student, the parent/guardian or adult student may inspect, review or be informed of only the specific information about that student. That is, all information pertaining to another student will be redacted.
6. The District may employ the use of security videos in its hallways, classrooms and/or buses. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA. If security videos are maintained by the District, such videos are protected educational records under FERPA and may be viewed by parents or patrons with a court order or written permission from the parent(s) of each student to whom the video is directly related.
7. The District may disclose personally identifiable information from an educational record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student. Each party to whom disclosure may be made under this policy must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This does not apply to disclosures of directory information or to any information that the District is required to disclose under Missouri law.

#### **Copies of Educational Records**

1. The District has no obligation to provide copies of educational records to parents, their representatives or adult students under FERPA unless failure to provide copies prevents a parent or adult student from exercising the right to inspect or review the records, or is otherwise required by law. For example, if a parent does not live within driving distance of the school district, is hospitalized, or incarcerated, he or she may have a right to copies.

#### **[DISTRICTS MAY USE ONLY THE PARAGRAPH ABOVE, OR IN ADDITION MAY ADD EITHER OPTION 1 OR 2 BELOW]**

*Option 1:* Though the District does not generally have an obligation to provide copies under FERPA, it will nonetheless provide up to \_\_\_\_ pages per student, per school year, without charge. All requests for copies over \_\_\_\_ pages per student, per school year will be denied.

The District will administratively consider exceptions to this policy on a case by case basis. The factors to be considered in making such an exception include but are not limited to the purpose of the copies, whether the request is overly time consuming or burdensome, and the number of prior requests. If copies are requested to be sent to an agency or individual other than the adult student or parent/legal guardian, all proper releases must be signed.

*Option 2:* Though the District does not generally have an obligation to provide copies under FERPA, it will nonetheless provide up to \_\_\_\_ pages per student, per school year, without charge. All requests for copies over \_\_\_\_ pages per student, per school year will be charged \_\_\_\_cents per page, which must be paid for in advance.

The District will administratively consider exceptions to this policy on a case by case basis. The factors to be considered in making such an exception include but are not limited to the purpose of the copies, whether the request is overly time consuming or burdensome, and the number of prior requests. If copies are requested to be sent to an agency or individual other than the adult student or parent/legal guardian, all proper releases must be signed.

#### **Procedures to Request Amendment of a Student's Educational Records**

1. If a parent/guardian or eligible student believes the educational records for that student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District to amend the record. All such requests should be directed to [ \_\_\_\_\_ ].
2. The District's designee, in consultation with the administration or Board of Education as needed, shall decide whether to amend the record as requested within a reasonable time after the request.
3. If the District's designee decides not to amend the record, he/she shall inform the parent/guardian or eligible student of that decision and of their right to request a hearing on the request.
4. If a hearing is requested, the District will hold the hearing within a reasonable time after it has received the request and will give the parent/guardian or eligible student reasonable advance notice of the date, time and place of the hearing. The hearing may be conducted by any individual, including an employee of the District, who does not have a direct interest in the outcome of the hearing. The District will give the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised by the parent/guardian or eligible student's request. The parent/guardian or eligible student may, at their own expense, be assisted or represented at the hearing by any individual of their choice, including an attorney.
5. The District will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.
  - a. If the District decides, as a result of the hearing, that the information is inaccurate, misleading or violates the student's rights, the District shall amend the record and inform the parent/guardian or eligible student of the amendment in writing.
  - b. If the District decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the District shall inform the parent/guardian or eligible student of that decision and shall inform the parent/guardian or student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the District's decision, or both. If the

parent/guardian or eligible student submits such a statement, the District will maintain that statement with the student's educational records as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

**Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required**

1. Before the District discloses personally identifiable information from a student's records (other than directory information), the District will obtain a signed and dated written consent from the parent/guardian or eligible student. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.
2. If the parent/guardian or eligible student so requests, the District will provide him/her with a copy of the records disclosed.

**Disclosure of Personally Identifiable Information Where Consent is Not Required**

The District may disclose personally identifiable information from a student's educational records without the written consent of the parent/guardian or eligible student in the following circumstances:

1. Disclosure may be made to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests. 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 designates [ \_\_\_\_\_ ] to make the determination as to whether a particular school official has a legitimate educational interest in accessing a student's educational records. Before accessing any student's educational records, the school official seeking access must submit a written request to [ \_\_\_\_\_ ]. The request must include the student's name, the reason for the request, the school official's name and the date of the request. The District's designee must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the designee's decision must be maintained with the student's educational records.
2. Disclosure may be made to officials of another school district or post secondary educational institution where the student seeks or intends to enroll.
3. Disclosure may be made to authorized federal and state agencies and authorities.
4. Disclosure of acts of school violence, as set forth in Policy and Regulation 2673, may be made to 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.
5. Disclosure related to past or potentially future violent behavior may be made to appropriate staff members of portions of any student's individualized education program team.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable, of the commission of the criminal acts listed in Regulation 2673.
7. In appropriate circumstances, District administrators may disclose student educational records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such educational records are disclosed are required to comply with federal law governing students' educational records.
8. Disclosure may be made to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
9. Disclosure of discipline records may be made within five (5) days to any requesting school district where the student seeks to enroll.
10. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.
11. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
12. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
13. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of the compliance.
14. Disclosure may be made where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
15. Disclosure may be made where the disclosure is of information the District has designated to be directory information.
16. Disclosure may be made to the parent/guardian of a noneligible student or to an eligible student.
17. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.

**Record Keeping Procedures**

1. The District will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student. [ \_\_\_\_\_ ] will be responsible for keeping such records of requests and disclosures.
2. The District will maintain the record of each request and disclosure with the educational records of the student as long as the records are maintained by the District.
3. For each request or disclosure, the District's record will include the parties who have requested or received personally identifiable information from educational records and the legitimate interests the parties had in requesting or obtaining the information.
4. If the District discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the District will record the names of those persons to whom that party may disclose the information on behalf of the District and the legitimate interests which each of the additional parties has in requesting or obtaining the information.

**STUDENTS**

**Discipline**

**Regulation 2610**

**See Policy**

**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.

**Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. 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; 1-05 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 a 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 days out-of school suspension, referral to legal authorities

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

**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 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 out-of-school suspension, report to law officials

##### **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**

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-I facilities. (Safe Schools Act)**

### **INSTRUCTIONAL SERVICES**

#### **Policy 6140**

#### **Curriculum Services**

The District does not utilize a separate curriculum for students with disabilities. It is the policy of the District to implement a program of regular and special education based on the individualized needs of each disabled student. The District will provide special education and/or related services to students with disabilities in accordance with applicable law, including the IDEA, its implementing regulations, the Missouri State Plan for Part B of the IDEA, Section 504 of the Rehabilitation Act of 1973, its implementing regulations, and Title II of the Americans with Disabilities Act.

For students identified as disabled under the Individuals with Disabilities Act (IDEA), each student's IEP team will develop an Individualized Educational Plan (IEP) that will address how that student's disability affects that student's involvement and progress in the general curriculum. Each student's IEP team also will, in accordance with IDEA, create an IEP that includes a statement of the special education, related services and supplementary aides and services that will enable the student to be involved in and make progress in the general educational curriculum.

### **INSTRUCTIONAL SERVICES**

#### **Regulation 6231**

#### **Instruction**

## Textbook Usage - Students

At the beginning of each term, or semester as applicable, students are to be informed by each teacher of the school's expectations of responsibility for school property and the need for care and return of books. A constructive and educational approach to the students is desirable, including a discussion of reasons for treating books with respect, caring for them, using them wisely, and returning them in good condition. Penalties for lost or damaged books are to be outlined. A monitoring process is to be devised such as textbook receipt cards or other check-out system that requires the student's signature for use of the book(s).

Parents/guardians are to be informed by the principal/designee as to the textbook status in the building or department; i.e., in which subject students are provided with individual copies, class sets, consumable materials, etc. Newsletters to the homes, Open House presentations and PTO meetings may be used as means of communication.

Parents/guardians are to be informed of the penalties for lost or damaged textbooks early in the school year. Penalties may include a reasonable system of fines or repayments. For example, the student or the student's parents/guardians could be required to pay the fair value for replacement of a lost or destroyed book or for repair of a book. The student could choose to do some work for the school instead, if the principal finds that to be the best option.

No student is to be penalized if a book is lost because of factors beyond his/her control. All students will be made aware that if such losses are reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be canceled. The reporting procedure will be publicized in student handbooks and other school publications. Principals will handle cases individually.

## INSTRUCTIONAL SERVICES

### Instruction

**Regulation 6250**  
**See Policy**  
**(Form 6250)**

### Instruction for Students with Disabilities

The District will adhere to the Individuals with Disabilities Education Act, its implementing regulations, and the Missouri State Plan for Special Education. The District will observe the following guidelines in providing special education and related services to identified students with disabilities.

#### Determination of Eligibility for Children Ages 3 Through 5

To determine whether children ages 3 to 5 (not kindergarten-age eligible) are children with a disability under the Individuals with Disabilities Education Act (IDEA), the District will identify all such children using [select **one** of the following: (1) any IDEA disability category except that of Young Child with a Developmental Delay; (2) only the IDEA disability category of Young Child with a Developmental Delay; or (3) any IDEA disability category including Young Child with a Developmental Delay].

#### Recording Devices at IEP Meetings

The District prohibits the use of audio, video or other recording devices at IEP meetings. An exception to this prohibition exists only where such device and recording are necessary to ensure that the parent or guardian of the student can understand and participate in the IEP process or to implement other parental rights guaranteed under part B of the IDEA. If a parent or guardian wishes to request an exception to the prohibition, that individual must provide to the Director of Special Education a written request no later than one week prior to a scheduled IEP meeting. The request must state the reasons why the parent or guardian believes the exception should apply and why the parent or guardian believes that the use of a recording device is necessary to ensure parental rights pursuant to the IDEA. The District will provide a written response to the request prior to the scheduled IEP meeting.

### Transition Services

Beginning not later than the first IEP to be in effect when the child is sixteen (16), and updated annually thereafter, the District will implement appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills and the transition services (including courses of study) needed to assist the child in reaching those goals.

In addition, beginning not later than one year before the student reaches age eighteen (18), the District will provide to parent(s) of qualified disabled students under the IDEA a statement that the child has been informed of his or her rights under Part B of IDEA and that those rights will transfer to the student upon reaching the age of majority.

#### Extended School Year (ESY)

**The IEP team will determine on an annual basis whether the student requires extended school year (ESY) services. If appropriate, the notice of the IEP meeting will include that the team will consider ESY services.**

In determining whether the student requires ESY services, the IEP team will consider, among other factors, whether the student will suffer regression to such a marked degree that the student's skills may not be recouped in a reasonable time at the inception of the subsequent school year, the degree of impairment, the ability of the student's parents/guardians to provide educational structure at home, the student's rate of progress, the student's behavioral and physical problems, the availability of alternative resources, the ability of the student to interact with students without disabilities, the areas of the student's curriculum that need continuous attention, and the student's vocational needs.

If an IEP team determines that a student requires ESY, decisions regarding the type of special education and related services and their frequency, intensity and duration shall also be determined by an individualized basis and by the student's IEP team.

The IEP will reflect that the IEP team considered ESY services. If the IEP team determines that ESY services are required, the team will be responsible for preparing an appropriate ESY IEP or determining that the regular school year IEP will be implemented.

## PLACEMENT - STUDENTS VOLUNTARILY ENROLLED IN PRIVATE SCHOOLS BY THEIR PARENTS

The District's activities under the Individuals with Disabilities Education Act (IDEA) regarding the location, identification, and evaluation of parentally-placed private school students with disabilities will be comparable to the activities undertaken for students in public schools.

However, a student with a disability voluntarily enrolled in a private school by his/her parents/guardians does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school. Students with disabilities voluntarily enrolled in private schools by their parents/guardians are not entitled to a free appropriate public education.

In order to meet its obligations under the IDEA to students with disabilities voluntarily enrolled by their parents/guardians in private schools, the District will spend, for children ages 3 through 21, an amount that is the same proportion of the District's K-12 entitlement under Part B of the IDEA as the number of private school children with disabilities aged 3 through 21 residing in the District is to the total number of children with disabilities ages 3 through 21 residing in the District. For children aged 3 through 5, the District will spend an amount that is the same proportion of the District's Preschool entitlement under Part B of the IDEA as the number of private school children with disabilities aged 3 through 5

residing in the District is to the total number of children with disabilities aged 3 through 5 residing in the District. Expenditures for child find activities will not be considered when determining whether the District has met its obligation.

The District will consult with representatives of the private schools located within the District to decide which disabled students will receive services, what services will be provided, how and where the services will be provided, and how the services provided will be evaluated. The District will make the final decisions regarding the services to be provided to private school children with disabilities.

For each private school student designated to receive services, the District will prepare a service plan that describes the specific special education and related services that the District will provide to the student. The District will ensure that a representative of the private school attends meetings to develop, review, and revise a services plan, or, if the representative cannot attend, will use other methods to ensure participation by the private school. To the extent appropriate, the services plan will be developed in a manner consistent with the requirements under the IDEA for an IEP.

The District will not provide special education and related services on the site of any religious school. Pursuant to the Missouri constitutional prohibition against the expenditure of taxpayer funds to support parochial schools, the District will not provide transportation to a religious school from the student's home or from the public school to the religious school.

Due process rights for students with disabilities voluntarily enrolled in private schools and their parents are limited. Only issues related to child find, including evaluations, can be raised in a due process complaint. There is no due process right to challenge the services that a student receives. The District is responsible for child find and the provision of services for disabled students *attending* private schools within the District but NOT for resident students whose parents choose to enroll the student in a private school in a different school district.