

# **Green City R-I Elementary**



**Student Handbook  
2018-2019**

***Building Foundations for Successful Lives***

## Green City R-1 Elementary 2018-19 Student Handbook

Welcome to the 2018-19 School Year!

I am excited to be working with each of you as the Elementary Principal. I am grateful for the relationships that I have been able to build, within the Green City community over the last fifteen years, as a teacher in the district. As we begin the 2018-19 school year, I am looking forward to being able to continue to build on those relationships and build new relationships also. This year the Green City Elementary will have a fairy tale theme. We would like to provide students with memories they can share when they were “Once Upon a Time at Green City Elementary School.”

Please take a moment to go through the handbook, with your child, to find valuable information about our school. If you have questions, ideas, or concerns, please do not hesitate to call or email me. We have high expectations for each of our students, and we want them to know we are each here to support and guide them along their education journey.

The handbook is available online at <http://www.greencity.k12.mo.us>. If you would like a CD or hard copy, please contact Megan Lunsford at 660-874-4126, ext. 224 or [mlunsford@greencity.k12.mo.us](mailto:mlunsford@greencity.k12.mo.us). Please visit our school website, facebook page, and twitter accounts to learn about items taking place at Green City R-1 throughout the school year.

I am excited to begin the 2018-19 school year. We will continue to strive for the Green City Elementary Gophers to be respectful, responsible, and safe so that they can each have their “happily ever after”!

Sincerely,

*Jamie R. Halley*

Jamie R. Halley  
Elementary Principal  
[jhalley@greencity.k12.mo.us](mailto:jhalley@greencity.k12.mo.us)  
660-874-4126

**BOARD OF EDUCATION**

Kellen Hatcher, President	Jeff Kimmel, Vice President
Bridget Lee, Secretary	Janelle Hepler, Treasurer
Keith Albrecht, Member	Thomas Christen, Member
Ryan Barnes, Member	

**Administration**

Tennille Banner, Superintendent

Jamie Halley, Elementary Principal	Cindy Roberts, High School Principal
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**Elementary Faculty**

LaNessia Ballinger, Preschool	Jennifer Hannold, Art
Kaitlin Guffey, Kindergarten	Glenn Palmer, Band
Marissa Seaton, 1 <sup>st</sup> Grade	Jo Hall, Counselor
Jessica Smith, 2 <sup>nd</sup> Grade	Teresa Dolan Library & Computers
Dallas Halley, 3 <sup>rd</sup> Grade	Tom Keller, Music
Hannah Selsor, 4 <sup>th</sup> Grade	Cody Moore, Physical Education
Andi Foster, 5 <sup>th</sup> Grade	Frann Kincanon Speech Implem.
Amber Liebhart, 6 <sup>th</sup> Grade	Lisa Buck, Speech Pathologist
Barb Tomlin, Special Services	Janie Gray, Parents as Teachers
Charlotte Bailey, Instructional Specialist	Jennifer Peavler, Title 1
Becky Tipton, Reading Intervention	

**Elementary Support Staff**

Megan Lunsford, Elementary Secretary	Dennis Foster, Transportation Director
Melissa Howard, District Secretary	Eric Littrell, Bus Driver
Mindy Conner, High School Secretary	James Snyder, Bus Driver
Beth Beyer, Nurse	Vern Stottlemire, Bus Driver
Brenda Clark, Paraprofessional	David VanVelzer, Bus Driver
Karen Clark, Paraprofessional	Robert Wernert, Bus Driver
Carla Glidewell, Paraprofessional	Ray Stivers, Head Maintenance
Jordan Hopkins, Paraprofessional	Billy White, Maintenance
Syntitha Morehead, Paraprofessional	Judy True, Maintenance
Angie Carmack, Head Cook	Denise Moore, Cook
Candy Fields, Cook	Amber Wright, Dishwasher

### **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 and Absences**

Students are expected to attend school regularly and be on time for their classes. Students who have good attendance enjoy school more, have higher grades and obtain a better education. Regular attendance is one of the most important factors that determine school success.

**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. Please note that our school day begins at 8:15 a.m.. If a student arrives after 8:15 a.m., they must be signed in by an adult at the elementary office.**

### **Attendance and After-School Activities**

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

**In regards to attendance, an elementary student must be at school for at least a half day which is from 8:15-11:45 a.m. or 11:45 a.m. to 3:19 p.m. on the day of the activity to be eligible to attend any district activities after school. The hours absent must be pre-arranged by the parent/guardian.**

Even if an elementary student attends school for at least half a day, but is sent home by the nurse for a confirmed illness like fever, vomiting or diarrhea, **then he/she will not be allowed to attend any after school activities on the same day.**

If an elementary student is to serve In School Suspension (ISS) during the school day, then he/she can only attend a middle school or high school after school activity, on the same day, **with a parent or guardian and must sit with that parent or guardian at the event.**

If an elementary student is to serve In School Suspension (ISS) during the school day, then he/she **will not be allowed to attend any elementary after school activities on the same day.**

Any student on Out of School Suspension (OSS) is not allowed to attend **ANY** after school functions or activities..

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. (If medical or dental appointments cannot be scheduled for non-school time, we request you schedule them as late in the day as possible.) At the time of the call, parents may request homework be sent home or collected to be picked up in the elementary office.

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

#### Action Steps for Frequent Absences or Tardies

1. **More than 3 absences/tardiness:** On the third 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 absences/tardiness:** The principal will contact parents. The intent is to find possible solutions to attendance problems. The Sullivan County Juvenile Officer will be notified.
3. Any student that misses a class **eight (8)** or more days in a semester will have parents contacted for a parent conference. Students and parents are encouraged to have a note from a doctor's office if the student is absent due to injury or illness. The note must include specific restrictions and or medical condition.
4. **Accumulative absences may not exceed 11 TOTAL in any one period for the semester.**

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

Parents may schedule a conference with the principal and administrative team for any concerns with attendance and grade level advancement.

**Pre-arranged absence** - If a student knows in advance of an upcoming absence, a pre-absence approval form must be obtained from the office and completed prior to the absence.

#### Attendance Awards

- Perfect Attendance Award - This award is given to students who have been absent nor tardy less than 3.5 hours of a day throughout the school year.
- Exemplary Attendance Award - This award is given to students who have missed less than 14 hours during the school year.

#### Awards Assemblies

Awards assemblies will be held 3 times throughout the year at the end of each quarter, giving each teacher the opportunity to recognize students. A fourth quarter awards night will be held in each individual classroom, during the evening in May, so that families may attend.

### **Ballgame Rules and Regulations**

In order for all spectators to enjoy the game, the following rules and regulations will be followed: \_

- All elementary students preschool through 6th grade must be accompanied by an adult 18 years of age and older.
- Appropriate behavior must be exhibited or the student will be asked to sit with their guardian or will be asked to leave and not return. For example, running up and down the bleachers and floor is not appropriate behavior. Students and spectators are expected to be seated watching the game.
- Exhibit good sportsmanship.
- All rules and regulations that apply during the school day also apply to our school sponsored activities.
- **Prices for the ballgame are as follows: Student/\$1.00                      Adult/\$3.00  
Senior Citizens/\$1.00      Family Pass/\$7.00**

### **Band**

Band is offered to students in the fifth and sixth grades and is directed by Dr. Glenn Palmer. Students who join band will not be allowed to drop band except at the end of each semester.

### **Behavior Expectations**

All students attending school 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.

Green City R-1 Schools expects students to:

- Be respectful
- Be honest
- Be safe
- Practice self-discipline
- Respect the rights of others
- Behave in an appropriate manner
- Abide by school policy

### **Birthday Club**

Birthday Club is a chance for every student to celebrate their birthday during the school year/day. Students may invite a guest to join them for lunch on the celebrated day. Each student will receive a pencil and ice cream cup. The Birthday Club will be the 2nd Wednesday of each month. June and July birthdays will be celebrated in December and January respectively. August birthdays will be celebrated the last Wednesday of August.

### **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.

### **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.

### **Bullying**

The District is committed to maintaining a safe 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, with the intent 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.): 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.

### **Bus Routes**

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.

If a student needs to get off at a different location than normal, please contact the school via phone or a written note, explaining what changes are necessary. Contact with the school should happen before 2:45 p.m.

### **Bus Expectations:**

- Pupils will stay seated while the bus is motion.
- The back door of the bus is an emergency exit, and will not be used except in case of emergency.
- Food or drink is not allowed on the bus.
- 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 pick-up 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.

- The noise level on the bus should be appropriate so the driver can safely transport students.
- 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.
- Students should stand well back from the loading area until the bus has stopped.
- 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.
- 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.
- Students will keep all objects and body parts inside the bus.
- Students will not throw litter on the floor of the bus or out the window.
- Drivers may assign seats to students if they think it is necessary.
- Any damage to the bus should be reported to the driver at once.
- For serious misconduct the bus driver will accompany the offending student to the appropriate office.
- 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.

**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.

**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 routes

Bus #	Driver	Home Phone	Location of Route
10	Eric Littrell	857-4717	North Green City West Green City
12	Dennis Foster	874-4465 Cell 341-9745	Green Castle
4	David VanVelzer	874-4740	Pennville North Green City
5	Robert Wernert	874-4860 660-341-3950	Winigan East Winigan
8	Vern Stottlemyre	857-3636	SW Mystic West Winigan
7	James Snyder	874-4326	South Green Castle Mystic Area

### **Cell Phones/Electronic Technology Policy (See Board Policy 2656)**

Developments in cell phone technology in recent years have resulted in greater communication opportunities. The use of electronic devices like cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty.

Use of cell phones and other electronic devices by students at school will be limited to the following guidelines:

(Elementary Students) Cell phones/devices must be in backpack turned off or turned into the classroom teacher.

Teacher permission is required prior to usage

Use is for educational purposes only

Students needing to communicate with parents or guardians during the school day are encouraged to use the phone in the elementary school office.

Student cell phones, digital cameras and similar electronic devices will be banned in dressing areas. Violation of this policy will result in disciplinary action.

Any violation of the Electronic Technology Policy will result in the following consequences:

**1<sup>st</sup> offense** – Device confiscated, verbal warning from the office, parent will be notified, device returned to student at the end of the day.

**2<sup>nd</sup> offense** – Device confiscated and lunch detention will be served, parent notified and device returned to the parent.

**3<sup>rd</sup> offense** – Device confiscated, a 30-minute before/after school detention assigned, parent(s) will be notified, and device not allowed at school.

**4<sup>th</sup> offense** – Device confiscated, academic reassignment (ISS), and parent(s) conference.

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

Upon arrival to school, parents/guardians and students must report to the elementary office where they will sign-in/out their student. **A student arriving after 8:15 a.m. will be marked as tardy, and should be signed in by an adult in the elementary office.** When picking up a student early, a representative from the office will take or retrieve your child from the classroom. Please do not pick-up your child prior to 3:10, unless it is an emergency.

### **Classroom Parties**

Two parties will be held in the classroom during the school year. Room parents will be responsible for organizing refreshments and activities for Halloween in October and the Valentine Party in February. Room parents are encouraged to contact each family during the year to contribute refreshments and party supplies. Volunteers for classroom parties are NOT required to have background check.

### **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. Mrs. Jo Hall will serve as a part time counselor for the this year. Mrs. Becky Tipton will be doing guidance lessons and activities with elementary students.

**Daily Schedule**

7:45 a.m.	Doors open to students
7:51-8:10 a.m.	Breakfast is served
8:15 a.m.	Class begins
10:45-11:40 a.m.	Lunch is served
3:05 p.m.	Pack-up begins
3:10 p.m.	Walkers and students being picked up are dismissed
3:15 p.m.	Bus riders and staff's students line up
3:18 p.m.	Load busses

**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 annually by September 1 of the current school year.**

<p>Green City R-1 has designated the following information as directory information:  <b>Note: an LEA may, but does not have to, include all the information listed below.</b></p>	
Name	Participation in officially recognized activities and sports

Address	Weight and height of members of athletic teams
Telephone Listing	Degrees, honors, and awards received
Email Address	Most recent educational institution
Photograph	Dates of attendance
Date and place of birth	Student ID number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used access education records without a pin, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)
Grade Level	

### **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 extracurricular activities while under in-school or out-of-school suspension.

Forms of punishment might include, but are not limited to the following

- Detention
  - 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.
- Academic Reassignment
  - 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.
- 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

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

### **Dismissal**

At the end of the day, students who are walking or being picked up by a parent will be released first. Parents picking up their student(s) by car may pick them up right outside the elementary doors beginning at 3:10 p.m. Students are to go to their parent's car only at the direction of an elementary staff person. Bus students will be released immediately following walkers and parent pick-up. In order to continue to be responsible for every student at dismissal, we ask that parents **DO NOT GO TO CLASSROOMS AND PULL STUDENTS**. Our main goal is safety and getting every student to their intended destination. Not following this request potentially creates miscommunication and chaos for all staff and students.

### **Dress Code**

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.

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

**Early Release Dates**

The first two Wednesdays of every month will be early-release dates. School will dismiss at 12:45 on these days. Please make sure to make bus/after school arrangements in advance for these days, or call the office by 10 a.m..

**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.

**Messages**

The school will be using the automated phone system to let parents and families 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.

## EARTHQUAKE SAFETY

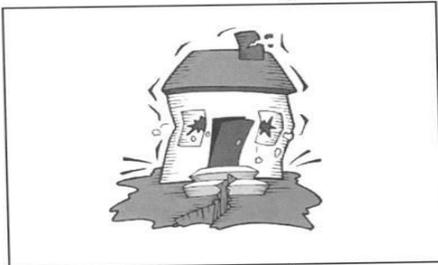
Provided to you by  
Green City R-1 Schools

### After an Earthquake

If inside an old and/or weak structure, take the fastest and safest way out.



- Get out calmly in an orderly manner
- Use the stairs. **DO NOT** use the elevators.
- Check yourself and others for injuries.



### Reduce the Number of Casualties from an Earthquake



- Don't enter partially damaged buildings. Strong aftershocks may cause these to collapse.
- Gather information and disaster prevention instructions from battery-operated radios.
- Obey public safety precautions.

### During an Earthquake You Should...



- Get under a desk or sturdy table.
- Stay away from windows, shelves, file cabinets, heavy mirrors, hanging plants and other heavy objects that could fall.
- Hold on to your cover. If it moves, move with it.
- Stay under cover until the shaking stops.

### Emergency Help

- Contact 911 if you need medical or fire assistance.
- Don't drive around the damaged areas. Rescue and relief operations need the roads for mobility.



### **Field Trips**

Faculty and Staff may offer field trips that supplement the curriculum. Faculty and staff will supervise the field trip with the assistance of parent volunteers who have successfully completed a background check. Currently, parents are not allowed to ride the bus to and from field trips.

Children exhibiting behavior that does not meet Green City R-I standards may not be allowed to attend academic or recreational field trips. The building principal will notify parents if a child is not allowed to attend a trip.

**Only school personnel and students will be allowed to ride the bus to and from field trips.**

### **Food Services**

- Green City offers a lunch and breakfast program which may be purchased each day. Menus will be outlined on the monthly menu sent home with the students.
- Extra milk can be purchased for 30 cents.
- Fifth and sixth grade may have salads; **salad bar is only a one-trip.**
- Extras may be purchased by fifth and sixth grades.
- All students may get extra fruits and vegetables if quantity allows.
- **OPENED FOOD MAY NOT LEAVE THE CAFETERIA.**
- You may get extra milk or juice, if you have finished the milk on your tray.
- All dietary requests or restrictions require a physician's order. This includes allergic reactions to food products.

### **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.
- 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.

### **Lunch Prices**

<b>Meal</b>	<b>Full Price</b>	<b>Reduced Price</b>
Student Breakfast	\$1.50	\$0.30
Student Lunch	\$2.35	\$0.40
Extra Milk	\$0.30	
Extra Entree	\$1.20	

### **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 an 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.**

### **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.

### **Grading Systems/Scale**

Kindergarten through second grade will use a standards based grading system. The grading system used in the elementary school is as follows:

#### **Kindergarten-2nd Grade**

##### **Mastery of Skills (E, P, I, N)**

E=Excellent Progress

P=Progressing at Expected Level

I=Needs to Improve

N=Not Addressed Yet

#### **Grades 3rd-6th**

##### **Letter Grades (A, B, C, D, F)**

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

### **Head Lice**

- Green City R-1 Schools do not have a “no nit” policy regarding head lice infestation. The Missouri Department of Health, National Association of School Nurses, and American Academy of Pediatrics do not support the exclusion of otherwise healthy students from attending school that have signs and symptoms (**S/S**) of head lice infestation.
- Students suspected of having head lice will be sent to the nurse’s office for evaluation. Those with positive S/S of head lice infestation will be allowed to stay at school until the end of the day (at the discretion of the nurse/administration). Studies show that students who have an active case of head lice have likely been infested for a month or more.
- Confidentiality is extremely important to avoid embarrassment of the child. Parent/guardian will be contacted by phone (if possible) to notify them of the head lice infestation and of the need for treatment of the entire household that evening.
- Following treatment, the student is allowed to return to school the next day. Parent/guardian does not have to accompany their child to school, but does need to call the school nurse to report treatment given and planned follow-up care.

- If follow-up treatment is not done, the child has another occurrence within the next month, or the student has a severe infestation (determined at the nurse/administration's discretion), the child may be excluded from classes until a "doctor's note" is received from the healthcare provider or the local health department confirming no s/s head lice remain.
- Due to the lack of evidence that mass screenings help with control of head lice, these will only be done at the discretion of the nurse/administration and will only be done on rare occasions (if any).
- It is the parent/guardian's responsibility to check their child at least weekly for re-infestation s/s and initiate appropriate treatment according to the instructions on the pediculicide label or from health care provider or local health department.
- Additional information on head lice can be found at the Center for Disease Control and Prevention website, [www.cdc.gov/parasites/lice/head/gen\\_info/faqs.html](http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html)

## **Health Services**

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

- Address the health and safety needs of the students while ensuring the least amount of missed class time.
- Maintain confidentiality per FERPA policy.
- Follow guidelines and meet requirements of the School Health Contract.
- Be a resource for administration, faculty, parents and students.
- Ensure compliance with immunization laws and maintain student health records.
- Monitor communicable diseases and implement strategies to prevent the spread of diseases in school.
- Be a liaison with parents, physicians, and other agencies to provide medical care and assistance for students and families.
- Exercise commitment to the student's individual safety.
- Support optimal learning through good emotional and physical health.
- Coordinate and conduct health screenings and classroom instruction on various health-related topics.
- Participate with the special education team serving students with special healthcare needs.
- Review and understand laws, regulations, and rules that address school health program issues.

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

- Does not remove ticks (you will receive a phone call or a note letting you know about the tick).
- Does not make medical diagnoses. Parent/guardian may be advised to contact their doctor by the school nurse, but the school nurse does not insist that appointments be made, nor does the nurse make any medical diagnoses.
- Does not give any medication, over-the-counter or prescription, without written parent permission. ALL medication requires signed authorization from parent/guardian. ALL medication must be brought to the school in the original labeled bottle/container. ALL prescription medication must be in the original bottle with the prescription label. ALL medication can only be given per label instructions. This includes ALL over-the-counter medication not provided by the nurse's office.

### **Nurse's Concerns at Green City R-I Schools**

- **Incomplete and/or absent health-related forms and referrals.** Parent/Guardian involvement and co-operation is vital. Please complete all forms and return them in a timely manner.
- **Students coming to school that are too sick to complete school activities.** Sick kids do not learn well, and can make their classmates sick too. Please keep those sick children home.
- **Students calling parent to come and get them when they aren't feeling well before first being assessed by the nurse.** Calling home without first seeing the nurse results in unexcused absences and possible disciplinary action.
- **Students bringing prescription and non-prescription medications from home to be delivered to the school nurse.** Students cannot transport medication to and from school. The only exceptions to this are high school students who carry emergency inhalers or Epi-pens for personal use, and have filled out and turned in the proper authorization forms.

### **Health History Form**

The Health History form is included in the registration packet each fall to be completed by the parent/guardian and returned to school on or before the first day of classes.

- **No treatment can be given without this form being returned with updated information.** A reminder will be sent if we have not received the form within the first 2 weeks of school.
- Contact either the secretaries or the school nurse to obtain additional forms. Also, please update phone numbers, medical and emergency contact information as needed throughout year when changes occur.

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

- **Except for emergencies, all students must have a pass from their teacher.** High school students must check in with the high school office before coming down to nurse's office. Students without a pass will be sent back to class.
- **If a child has frequent visits to the nurse,** his/her visits may be restricted to during lunch, recess, or PE unless we have documentation from your healthcare provider indicating the reason your child needs frequent absences from the classroom to see the nurse. Parent/guardian will be contacted regarding frequent visits.
- **First aid and emergency treatment is given for health problems arising at school.** Treatments started at home to be continued at school, (example: ice) need a note sent with instructions and time of last treatment.
- **If the nurse finds that a student is too ill to stay at school** (examples of symptoms may include fever over 100°F and/or vomiting), the parent/guardian will be called and the student sent home. Students "not feeling good" or wanting to go home without having a fever, vomiting, or other symptoms considered by the nurse to warrant sending student home will be kept at school and monitored throughout the day.
- **Students are not to call home for parent/guardian to come and get them without going to the nurse first.** Calling home without first seeing the nurse results in unexcused absences.
- **Children are not to be sent to school if they are too ill to function at school.** We realize that not all illnesses require a trip to the healthcare provider. Please call the school nurse, 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, ringworm, unknown rashes, etc.), **contact the school nurse even if you do not seek immediate medical attention.** If your child is seen by a healthcare provider, they may return to school (with the provider's approval) the next day after starting treatment for the condition. However, they should not return if their temperature is above 100°F or vomiting is present. Anytime you have your child seen by a healthcare provider, please obtain a "doctor's note" for missed school time.

### **Medication Administration during School Hours**

**Parents/guardians understand and agree to the following in order for their child to receive medications at school:**

- Student health information is confidential under FERPA, and school personnel who need to know have access to it.
- Coordinate and work with school personnel and the physician if questions arise regarding child's medication/care.
- May cancel the request for medication administration and/or retrieve the medication from the school at any time.
- Prescription medication brought to the school must be in the original pharmacy container with a clearly printed label (the pharmacist can divide the medication into 2 containers so that one can be kept at school and one at home if needed). Over-the-counter (OTC) medication must be in the original container with clearly printed labels. All medications are given following printed instructions. Any medication not in the original containers with clearly printed labels will not be given.
- **Only the parent/guardian or another responsible person that is not school age can transport medication to and from the school. Students cannot transport medication to and from school.**
- When controlled-substance medication is brought to school, the person delivering it must count the medication with the nurse or designated personnel and both are to sign the medication count record.
- **All medication will be destroyed** if it is not picked up within one week after the doctor's order ends or within one week after the school year ends for the summer.
- School nurse has permission to exchange verbal/written communication between healthcare provider and pharmacy.
- The first dose of any medication (prescription or over-the-counter) 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 medication administration (given by school personnel or by the student themselves).
- All medications are kept in the nurse's office except for inhalers or Epi-pens carried by high school students (7<sup>th</sup>-12<sup>th</sup> grades) for personal emergency use who have the required documentation.

### **Medication Delivery to the Nurse's Office**

- Due to potentially serious consequences resulting from students carrying medication (prescription or nonprescription) **no students are allowed to possess medication, nor can**

**students transport medication to or from school.** The only exception to this rule involves the inhalers or Epi-pens carried by high school students (7<sup>th</sup>-12<sup>th</sup> grade) who have the required documentation.

- The following steps will be taken if students are in violation of this policy:
  1. **1<sup>st</sup> Offense** - Parent/Guardian will be notified by nurse and/or principal and reminded of the medication policy. At the nurse's discretion the medication involved may or may not be administered at school. Medication will only be released to a parent/guardian if it needs to be returned home.
  2. **2<sup>nd</sup> offense**: Detention. Parent/Guardian will be notified by nurse and/or principal.
  3. **3<sup>rd</sup> offense**: In-school suspension. Parent/Guardian will be notified by nurse and/or principal.
  4. **4<sup>th</sup> offense**: 3-day suspension. Parent/Guardian will be notified by nurse and/or principal.
- When controlled-substance medication is brought to school, the person delivering it must count the medication with the nurse or designated personnel and both are to sign the medication count record

### **Prescription Medication**

- Must have signed Authorization for Medications to be taken during school form. These forms are mailed home at the end of each year for students known to have routine medications at school to allow time during the summer for the student's healthcare provider to review and sign. Contact the nurse's office for forms needed during the school year.
- Must be in the most recent pharmacy container with date, student name, medication name, dosage, and health care provider's name and administration instructions. The label is a copy of the healthcare provider's orders.
- If pills need to be split for correct dose, most pharmacies will do this for free when filling the prescription. Only scored tablets can be split for accurate dosing.
- Short-term medicines such as antibiotics – if possible only send school doses in the original container to avoid sending the medication bottle back and forth each day. A written request from the parent/guardian might be used (at the nurse's discretion) in place of the signed Authorization for Medications to be taken during the School form.
- Medications taken 1-3 times a day need to have doses scheduled to be given outside of school hours whenever possible. This helps prevent missed doses that can occur from medication being left at school overnight. It is also more convenient for parent/guardian since students are not allowed to transport medications.
- When controlled-substance medication is brought to school, the person delivering it must count the medication with the nurse or designated personnel and both are to sign the medication count record

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

- The medication supply in the nurse's office contains only FDA approved Over-the-Counter (OTC) medications. They will be administered according to the printed label directions.
- Parent/Guardian must have signed the Student Health History, Emergency Release & Medication Permission form with the OTC medications checked that the nurse can give on an as needed basis.

- If student requires OTC medications that are not from the nurse's OTC medication supply, dated written permission including student name, medication name and reason it is to be given at school must accompany the OTC medication. The medication needs to be in the original, previously unopened container with legible printed directions and expiration date. **OTC medications from home will only be given according to the printed label directions.**
- Allergy, cold, migraine, and menstrual medications are not provided. The generic Benadryl is used only for treatment of allergic reactions. No student will be given aspirin-containing products without health care provider's orders.

### **Students with Special Health care Concerns**

- Students with special health care concerns (examples: life-threatening allergies, asthma, seizures) must have a written and signed emergency action plan at the beginning of each school year to provide specific orders from their healthcare provider for the school to follow in the event that your child has a medical emergency while at school.
- Parents are asked to fill out specialized forms addressing the health care concern. Forms will be mailed home at the end of each school year to allow time during the summer for the student's healthcare provider to review and sign. Please contact the nurse's office if you need additional forms or information.
- It is in the child's best interest and safety to provide the above documentation and any required medication and/or supplies on or before that first day of school. If the above documentation and any required medication and/or supplies are 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.

### **Health Screenings**

- State-recommended screenings for specific grade levels include height and weight, dental, vision and hearing. Parents may call the school nurse for information about specific screenings for their child's grade level.
- The Missouri Lions Saving Sight program provides a FREE comprehensive eye examination here at school for children in the Pre-Kindergarten, Kindergarten, 1<sup>st</sup> grade, 3<sup>rd</sup> grade, and the Parents as Teachers (PAT) program each year in the fall.

### **Homework Policy**

Students are expected to turn in all homework assignments. Teacher will be working with the Parent Leadership Team to launch a new plan to recognize students who have no zeros on homework.

### **Immunization Requirements**

- Pre-K (3-4 year olds) must have at least: 4 DTaP/DT, 3 IPV (Polio), 3 Hib, 3 Hepatitis B, 4 PCV (Pneumococcal), 1 MMR, 1 Varicella (chickenpox) or a signed doctor's note with date of having had chickenpox. \*\*With Hib and PCV, the number of doses the child needs to complete the series depends on the age the child is when he/she begins the series.
- Kindergarten (5 year olds) must have at least: 5 DTaP/DT, 4 IPV (Polio), 2 MMR, 3 Hepatitis B, 2 Varicella (chickenpox) or a signed doctor's note with date of having had

chickenpox. \*\*The last doses in the DTaP and IPV series must be after the child turns 4 and before entering Kindergarten.

- The above immunizations will keep your child current through 7<sup>th</sup> grade. At that time, 1 Tdap (tetanus booster) is required before starting the 8<sup>th</sup> grade. The MCV4 (Meningococcal) vaccine is mandatory to enter 8<sup>th</sup> grade and two doses are required for students entering 12th grade. This will complete your child's immunization requirements under graduation from high school.
- Colleges are now requiring the MCV4 (Meningococcal) vaccination before entry. \*\* The Green City R-1 School hosts a free clinic in spring for 7<sup>th</sup> and 12<sup>th</sup> graders to receive the Tdap and MCV4 vaccinations. Please contact your child's healthcare provider, local health department, or the school nurse with any questions or concerns.

### **Inclement Weather**

If school is to be canceled due to inclement weather conditions, the district will notify 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 radio stations are: **KIRX, KRXL, KTUF, KLTE, KRES**, and TV station **KTVO**. You will also be notified by our school messenger system and/or the textcaster system if you choose to receive the calls.

If weather conditions cause an early dismissal during the school day, the district will notify the public of dismissal time using the same methods listed above. As parents, please make plans with your children so they will know where to go when these early dismissals occur.

### **Independent Reading Levels**

During the 2018-19 school year, we will be assessing student's reading levels using running records. Benchmark reading assessments will be given to students 4 times a year to provide a starting point for reading instruction and to measure achievement over time. Records are taken on a first reading of a previously unseen text. This reading provides an estimate of what a child can do without teaching.

Ongoing assessments of reading called running records have the additional value of showing teachers what the reader can do with teaching. Our goal is help students grow in reading skills in order at the end of the year to be at or above grade level in their independent reading. The letters listed under the heading "Independent Reading Levels" indicate the independent level at which your child reads. An **Independent Reading Level Progress Report** will be sent home at the end of each quarter with your child's progress. Your child is assessed using a system called the Fountas & Pinnell Benchmark Assessment System using an A through Z reading level identification.

### **Internet Acceptable Use Policy (See Board Regulation 6320)**

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-1 School District requires that students and parents or guardians are aware of the following rules for acceptable online behavior.

- 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.
- 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.
- 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 broadcast 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
- 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.

### **Kindergarten Roundup**

Each year a kindergarten roundup will be held in March to give parents an opportunity to sign their children up for the next school year. They will also have the opportunity to have their child screened using various assessments and screenings to determine current academic, social, and behavioral levels.

### **Legal Guardian**

All legal guardians have a right to their child's educational records. In the case of a custodial dispute, no student will be allowed to leave the building with a non-custodial parent. The school will need legal documents on file documenting the custodial rights of each parent or guardian

### **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.

### **Mid-Term Reports**

Families will receive a mid-quarter report of their child's progress four times a year. This notice will be mailed home 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 any time, especially if your child is experiencing academic difficulty or frustration or if you feel there is a problem. Green City R-1 Elementary teachers and staff are expected to communicate with parents in a timely fashion in regards to students. Parents are our best partners and our goal is have an open line of communication with parents. During the 2018-19 school year, we will have a change and complete parent/ teacher conferences in October and in February. We will then mail grades home in March at the end of the 3rd quarter.

### **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- PK-2**

On the Friday before Mother's Day, each child in grades PK-2 has the opportunity to invite their mother, or other female role model, to the Mother's Day Tea. The students will perform a short program and then the families will have "tea" with their guest. 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.

### **Music Program**

An elementary music performance is held each year in the month of December. Families are invited to attend this evening performance.

### **Parent Volunteers**

Green City enthusiastically welcomes the participation of parents as volunteers in the education program. **Annually volunteers, possibly working individually with students, will be required to successfully complete a background check before being allowed to volunteer.**

Background checks take 3-5 days to process. Please plan ahead and accordingly.

### **Parent/Teacher Conferences**

Parent-Teacher Conferences are scheduled for the end of the first quarters and in February. The 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. A child's education is best served when clear expectations and mutual support exist between home and school.

### **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.

### **Parent Leadership Team**

The Green City Elementary Parent Leadership Team is a parent team working with the elementary principal and staff to provide a parent voice and perspective in a timely and consistent format. The PLT will guide the principal and staff in decision-making in areas such as, Title I plans, school accountability, homework, standards based grading and other topics that may arise. Ideally, one parent will represent each grade level. Meetings will be held monthly. If you are interested in committing one year to this team, please contact Mrs. Jamie Halley at (660) 874-4126.

### **Peanut Free Building**

Green City Elementary is a peanut free building. Any products containing peanuts or peanut butter are not allowed in the building. This policy is in place to protect those students with severe peanut allergies.

### **Playground Rules**

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

- Students will play only at designated areas of the playground
- 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.
- All equipment will be used for their intended purpose only

### **Pledge of Allegiance**

All classrooms will be saying the “Pledge of Allegiance” each day. If you wish your child not to participate please contact the elementary office.

### **Preschool**

Green City R-1 provides an accredited preschool program for students ages 3-5. Enrollment for the program is capped at 20 students. Selection into the program will be based on the birthdates of the interested children. Students closest to entering Kindergarten will be given preference when a selection process is required.

### **Preschool Screening**

Each year a preschool screening is held in March to give parents an opportunity to sign their preschool children up for the next school year. Various assessments and screenings may be given to determine levels of the student entering school.

### **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.

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.

### **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. State guidelines for the Reading Circle Certificate will be followed. 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.

### **Recess**

Students are expected to go outdoors 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.

### **Report Cards**

Report cards will be issued at the end of each quarter. Parent/Teacher conferences will be held at the end of the first quarter and in February. Parents are encouraged to come to the conference, pick up the progress report, and discuss any matters of concern with the teacher. Second, third and fourth quarter report cards will be sent home/mailed home.

### **Safety Drill**

Emergency and safety drills are practiced intermittently throughout the school year. Drill procedures are posted in all classroom and common areas.

### **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. Spring pictures will also be offered and there is no obligation to purchase the pictures. This will be used as a fundraiser for the elementary student council.

### **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.

### **SEXUAL 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. 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.

Inquiries, 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.

### **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 ensure the student's safety and to keep accurate attendance records.

### **Sixth Grade Promotion**

Students who successfully complete the 6th grade will have the opportunity to participate in the sixth grade promotion ceremony held in May at the end of the school year.

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

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

### **Special Education**

Green City R-1 District provides an individualized educational program for those students who have been identified as needing Special Education services. Anyone with specific questions about the services provided should contact the Green City R-1 Schools.

### **Student Council**

An elementary student council will be formed during the 2018-19 school year to enhance our elementary building. Students from grades third through sixth will be able to participate. Details will follow after the conclusion of first quarter.

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 extracurricular events
- No office referrals

The student council will be responsible for:

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

### **Textcaster**

Green City R-1 frequently sends out text messages to district patrons notifying them of upcoming events and other reminders as necessary. Individuals may sign up for this program by contacting one of the building secretaries or logging on to the school district website.

### **Title I**

The federal government provides financial resources to schools in an effort to enhance the learning of all students and reduce the achievement gap among all learners. Green City Elementary is a school-wide program, thus every student can benefit from the supports provided within the school district.

### **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 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.
- 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.
- Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.
- 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.
- If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
- All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.
- 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.
- 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.
- Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - remaining in a designated place or seat

- refraining from speaking to students while the class or activity is in session
- refraining from entering or leaving the area while an activity is underway
- requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
- requiring that the visitor be chaperoned
- limiting the duration of the visit to particular times or length of time
- limiting the activities of the visitor to a particular purpose(s)
- designating particular routes of travel in the building or upon the school grounds.
- Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

#### Student Visitors

- 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.
- 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.
- 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.
- Students dismissed earlier in one school than others are NOT permitted to be on the grounds

#### Special Situations

- 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.
- 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.

#### Sales/Marketing

- Visitors who wish to market products to the Green City R-1 students must be pre-approved through the Superintendent and Building Principal.
- 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.

#### **Discipline Policies**

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 - 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**

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

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

- First Offense: Principal/Student conference; detention; receive a zero on assignment.
- Subsequent Offenses: Detention; receive a zero on assignment 1-5 days academic reassignment; 1-10 days out-of-school suspension.

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

- First Offense: Principal/Student conference; detention; 1-5 days academic reassignment
- Subsequent Offenses: 1-5 days academic reassignment; 1-10 days out-of-school suspension

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

- First Offense: Principal/Student conference; confiscation; detention.
- Subsequent Offenses: Confiscation and parent/guardian must pick-up; 1-5 days academic reassignment; 1-10 days out-of-school suspension.

**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

**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

**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; national 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)**

**Public Notices**

**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 Tennille Banner, Superintendent of Schools for the Green City R-1 School District, at 660-874-4128.

**Missouri Department of Elementary & Secondary Education  
No Child Left Behind Act of 2001 (NCLB)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs\*that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)\*\* .

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents</b>	
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<ol style="list-style-type: none"> <li>1. How will appeals to the Department be investigated? 1</li> <li>1. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

1. **What is a complaint under NCLB?**
  - For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
  
1. **Who may file a complaint?**
  - Any individual or organization may file a complaint.
  
1. **How can a complaint be filed?**
  - Complaints can be filed with the LEA or with the Department.
  
1. **How will a complaint filed with the LEA be investigated?**
  - Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
  
1. **What happens if a complaint is not resolved at the local level (LEA)?**
  - A complaint not resolved at the level level may be appealed to the Department.
  
1. **How can a complaint be filed with the Department?**
  - A complaint filed with the Department must be written, signed statement that includes:

- A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
- The facts on which the statement is based and the specific requirements allegedly violated.

**1. How will a complaint filed with the Department be investigated?**

- The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.
- The following activities will occur in the investigation:
  - **Record.** A written record of the investigation will be kept.
  - **Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
  - **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  - **Report by LEA.** Within thirty days of the complaint being filed, the LEA, 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.
  - **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
  - **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**1. How are complaints related to equitable services to private school children handled differently?**

- If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**1. How will appeals to the Department be investigated?**

- The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**1. What happens if a complaint is not resolved at the state level (the Department)?**

- The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**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.

### **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:

- The right to inspect and review the student's education records within 45 days of the day the Green City R-1 receives a request for access. Parents or eligible students should submit to the Green City R-1 principal a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 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 Green City R-1 to amend a record should write the Green City R-1 principal, clearly identify the part of the record they want changed, and specify why it should be changed. If Green City R-1 decides not to amend the record as requested by the parent or eligible student, Green City R-1 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.
- 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 Green City R-1 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.]
- 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

### **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)–
  - Political affiliations or beliefs of the student or student’s parent;
  - Mental or psychological problems of the student or student’s family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
  - Any other protected information survey, regardless of funding;
  - 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
  - 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 –
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - 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

**Green City R-1**  
**Special Education 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 a building administrators.

This notice will be provided in native languages as appropriate.

**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 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, 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 Cindy Roberts (660) 874-4127 or Jamie Halley (660) 874-4126, 504 coordinators for the school district.

**Green City R-1 Reading Plan (adopted June 2016)**  
**Senate Bill 319**

**Requirements on Instruction and Assessment**

- Green City R-1 will test all 3<sup>rd</sup>-6<sup>th</sup> grade students to determine their reading ability, including those who transfer into the school district.
- Those students who have been targeted as not reading on grade level need to be tested every 45 days (throughout the school year) to determine growth.
- 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

**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.)**

**Individualized Reading Improvement Plans**

- To developed for any third-grader who was determined to be reading below second-grade level
- 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)
- Green City R-1 will use STAR Reading and/or DIBELS along with other assessments to determine a student’s reading level and growth.
- 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**

- Those who are still reading below third-grade level “shall be required to attend summer tutoring to receive reading instruction.” (Our level is set at 2.9)
- At the end of summer tutoring the reading level of these students must be assessed again.
- 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**

- Green City R-1 may adopt policies that require retention for any student who does not fulfill local requirements to attend summer tutoring for extra reading instruction.
- Green City R-1 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 services.
- Student with a 504 Plan.
- 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 tutoring 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.

### **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:

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

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.

Inquiries, 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.

Tennille Banner  
301 North East Street  
Green City, MO 63545  
660-874-4128