

# **Green City R-1 Elementary Student Handbook 2022-2023**



***Building Foundations for Successful Lives***

***#WeareGC***

Welcome to the 2022/2023 School Year!

Dear Students and Parents,

As we begin the 2022-2023 school year we will be looking at some changes for the elementary as we become a PK-5 building. We have several fun and exciting events planned throughout the year and we hope that you will be able to join us on our adventure.

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 adventure.

The handbook is available online at <http://www.greencity.k12.mo.us>. If you would like a 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 and facebook page to learn more about items taking place at Green City R-1 throughout the school year.

I am excited to begin the 2022-2023 school year. We will begin our new adventure with a few changes and we look forward to working with you throughout the school year.

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

Jason Salas, Vice President

Bridget Lee, Secretary

Janelle Hepler, Treasurer

Ryan Barnes, Member

Thomas Christen, Member

JT Thomas, Member

### **Administration**

Tennille Banner, Superintendent

Jamie Halley, Elementary Principal

Jamie Tipton, High School Principal

### **Elementary Faculty**

LaNessia Ballinger, Preschool

Vanessa Sthole, Art

Colleen Vreeland, Kindergarten

Glenn Palmer, Band

Marissa Seaton, 1<sup>st</sup> Grade

Mandy Tipton, Counselor

Morgan Miller, 1<sup>st</sup> Grade

Teresa Dolan Library & Computers

Tammy Jacques, 2nd Grade

Brianna Mann, Music

Cady Gilworth, 3<sup>rd</sup> Grade

Nick Edwards, Physical Education

Ashlyn Stout, 4<sup>th</sup> Grade

Jennifer Peavler, Title 1

Amber Liebhart, 5th Grade

Frann Kincanon, Title 1

Mary Jones, Special Services

Kelli Maeder, Speech Pathologist

Janie Gray, Parents as Teachers

### **Elementary Support Staff**

Megan Lunsford, Elementary Secretary

Jim Thomas, Transportation Director

Lindsay Moore, District Secretary

Eric Littrell, Bus Driver

Susan Crist, High School Secretary

James Snyder, Bus Driver

Beth Beyer RN, School Nurse

Vern Stottlemire, Bus Driver

Karen Clark, Paraprofessional

David VanVelzer, Bus Driver

Carla Glidewell, Paraprofessional

Donnie Fields, Bus Driver

Jaclyn Hepler, Paraprofessional

Ray Stivers, Head Maintenance

Christy LaFaver, Paraprofessional

Judy True, Maintenance

Billy White, Maintenance

Angie Carmack, Head Cook

Candy Fields, Cook

Denise Moore, Cook

Christy Ratliff, Cook

## **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 office.**

Each absence without notification will result in a phone call from a school official to determine the reason for 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 at the district office.

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.

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.

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 parent/student should visit with the teacher to establish the due dates for assignment.

**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.

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

### **Action Steps for Frequent Absences or Tardies**

The building principal, along with building staff, will monitor student attendance weekly and implement intervention strategies and actions as follows:

1. A school official will try to contact parents to determine the reason of a student's absence.
2. When a student has accumulated 5 absences in a semester, without medical documentation, a letter will be sent to parents regarding their child's attendance. A copy of this letter will be sent to the Juvenile Officer.
3. When a student has accumulated 10 absences in a semester, without medical documentation, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will make a referral to the Children's Division, the Department of Social Services, or the local Juvenile Officer.
4. More than 10 absences in a semester will be a factor in determining whether the student **may** be retained or required to attend summer school as a condition of promotion.

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

### **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 School 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.

## **COMPULSORY ATTENDANCE AGES**

The Board of Education shall abide by the compulsory attendance laws of the state by requiring District resident students between the ages of seven and seventeen years to attend school full time, with the exception of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's application and in compliance with state law and regulations.

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

## **PART-TIME ATTENDANCE**

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

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

### Eligibility Requirements

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

### Application Procedure

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

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

appeal to be heard at the next meeting of the Board.

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

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

**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.

### **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 5th 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 ballgame admittance are voted on yearly by the board of education. Please contact the district office to inquire about admittance cost questions.**

### **Band**

Band is offered to students in the fifth grade 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
- Be prepared
- Always Responsible
- Work Hard
- Practice self-discipline
- Respect the rights of others
- Abide by school policy

## **Birthday Celebrations**

We will celebrate every student's birthday during the school year/day. Treats from home may be served at the end of lunch or as an afternoon snack in the classroom. Treats should be pre packaged or individually sealed items **(no homemade treats)**.

## **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.

## **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.

## **Busses**

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 in motion.
- The back door of the bus is an emergency exit, and will not be used except in case of emergency.
- Food or drink are 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 a 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.
- Safety precautions will be updated, as recommended, to meet the needs of students and staff.

**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 that the student will not be riding.

**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 on either side of a pickup point for safety and convenience sake. In cases 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.

### **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 (as defined by 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 at school, parents/guardians and students must report to the 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 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. Additional information will be sent closer to the party date in regard to safety guidelines and expectations.

### **Corporal Punishment**

Board Policy 2670 states that corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

No student will be administered corporal punishment without prior notification to and written permission of the student's parents/guardians.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

## **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 and provides whole group guidance lessons to classes. Mrs. Mandy Tipton will serve as counselor for this year. If you have any questions or would like for your student to meet with Mrs. Mandy Tipton individually, please contact the school.

## **Daily Schedule**

7:50 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.**

Green City R-1 has designated the following information as directory information:  
**Note: an LEA may, but does not have to, include all the information listed below.**

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.

### **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 have 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, tobacco products or nicotine products (including e-cigarettes, vaping devices, or vaping 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)****Discipline of Students with Disabilities**

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. When appropriate, the District may discipline a student with a disability

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

### **Discipline Hearings**

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

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

### **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. School will dismiss at **12:45** a few scheduled times throughout the year. Please make sure to make bus/after school arrangements in advance for these days, or call the office by **10 a.m.**

### **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.
- All undergarments, including bra straps, should not be visible. Bralette straps may be visible when worn under a shirt. The bralette straps must cover regular bra straps.
- 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.
- When wearing leggings, the shirt must meet the same length requirement as a pair of shorts.
- 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 shirts are not allowed unless worn with an outer garment. Tank tops with straps 2 inches or more in width are allowed.

- Tops that hang excessively low below the neck or underarms and tops worn off of the shoulders with no straps are not to be worn to school. Tops with shoulders cut out of the sleeve so that only the shoulder is showing are allowed if the strap section measures two or more inches in width.
- Pants should be worn above the hips and without undergarments showing.
- Jeans, shorts, and all other pants may not have visible holes above the end of a closed fist with arms extended down to the students side unless tights are worn underneath the jeans, shorts or other pants.
- Spiked belts, collars, cuffs, chains, or wallet chains of any length will not be permitted.
- **Pajama pants should not be worn to school unless it is a specified dress up day.**

The school administration may disallow other types of clothing that may jeopardize a safe and orderly environment for students and school staff.

## **Drug-Free School**

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

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

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

## Earthquake Safety For Missouri's Schools

# ***ARE YOU READY?***

The **U.S. Geological Survey (USGS)** and **Clear Channel Outdoor (CCO)** have teamed up to remind Southern Californians about the importance of earthquake preparedness – especially in quake-prone SoCal.



## 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.

## **Enrollment or Return Following Suspension and/or Expulsion**

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

### **Expulsion**

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

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

- First degree murder (Mo. Rev. Stat. 536.020)
- Second degree murder (Mo. Rev. Stat. 565.021)
- First degree assault (Mo. Rev. Stat. 565.050)
- Forcible Rape (Mo. Rev. Stat. 566.030)
- Forcible sodomy (Mo. Rev. Stat. 566.060)
- Robbery in the first degree (Mo. Rev. Stat. 569.020)
- Distribution of drugs to a minor (Mo. Rev. Stat. 195.212)
- Arson in the first degree (Mo. Rev. Stat. 569.040)
- Kidnapping as a Class A felony (Mo. Rev. Stat. 569.110)
- Statutory Rape
- Statutory Sodomy

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

### **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 do 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.**

## **Firearms and Weapons in School**

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

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

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

Lighters are considered weapons.

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

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

## **Food Services**

\*All guidelines and expectations will be updated as recommendations are provided by state and local health officials.

- 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.
- Fifth grade may have salads
- Extras may be purchased by fifth grade.
- All students may get extra fruits and vegetables if quantity allows.
- **OPENED FOOD MAY NOT LEAVE THE CAFETERIA.**
- 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.

### **Prices**

\*Prices for cafeteria items are updated by the board yearly in August and will be updated in the handbook yearly after they are set.

<b>Meal</b>	<b>Full Price</b>	<b>Reduced Price</b>
Student Breakfast	\$1.65	\$0.30
Student Lunch	\$2.65	\$0.40
Extra Milk	\$0.30	
Extra Entree	\$1.65	

### **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

4=Outstanding

3=Satisfactory

2=Improving

1=Needs Improvement

#### **Grades 3rd-5th**

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

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 0% - 59%

## **HAZING**

Student hazing is expressly prohibited by the Green City School District, as outlined in Board Policy/Regulation 2920. Hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team.

Students who violate this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

## **Health Services**

\*\*\*\*\*Information from the School Nurse \*\*\*\*\*

**\*Please contact school nurse, Beth Beyer, with any questions regarding health related items.**

### **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, Center for Disease Control (CDC) and American Academy of Pediatrics do not support the exclusion of otherwise healthy students from attending school that have signs or symptoms of head lice infestation.
- Students suspected of having head lice will be sent to the Nurse’s Office for evaluation. Those with positive findings of head lice infestation will be allowed to stay at school until the end of the day (at the discretion of the School Nurse/Administration). Studies show that students who have an active case of head lice have likely had the infestation 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 assessment/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 the treatment given and planned follow-up care.
- Per the School Nurse/Administration discretion, if follow-up treatment is not done, the child has additional occurrences within the next month, or the student has a severe infestation, 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 signs of head lice remaining.
- Due to the lack of evidence that mass screenings are beneficial to the control of head lice, entire classroom or population screenings will only be done at the discretion of the School 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 and initiate appropriate treatment according to the instructions on the pediculicide label or from healthcare 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)

### **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 Does Not Do**

- **Does not remove imbedded ticks** (tick will be covered and notification made 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 School Nurse make any medical diagnoses.
- **Does not give ANY medication, over-the-counter or prescription, without written parent/guardian permission.** ALL medication requires signed authorization from parent/guardian. ALL medication must be brought to the school in the original labeled bottle/container by a responsible adult - students cannot transport medications to and from home (including cough drops). 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.

#### **School 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 School Nurse.** Calling parent/guardian to go home without first seeing the School Nurse may result in 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 students who carry emergency medication (examples: inhalers or Epi-pens) for personal emergency use, and have filled out and turned in the proper authorization forms beforehand.

#### **Student Health History, Emergency Release & Medication Permission form** **(also called the "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. **This form is renewed yearly and 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 the secretaries or the School Nurse to obtain additional forms. Also, please update all phone numbers, medical and emergency contact information as needed throughout year when changes occur. Your emergency contacts and medical emergency contacts can be different people. (Example: You might name an aunt on the teacher/school general emergency contact list, but not list that aunt for medical concerns.)

#### **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 School 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 School 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 School 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's Office first.** Calling parent/guardian to go home without first seeing the School Nurse may result in disciplinary action.
- **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 to determine if it is deemed necessary for your child to stay home. Do not send your child to school just to be "checked out" by the School Nurse to see if he/she is too sick to come to school. The School Nurse is not your primary healthcare provider.
- **If you feel your child has a contagious condition** (Strep throat, pinkeye, chicken pox, shingles, 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, he/she may return to school (with the provider's approval) the next day after starting treatment for the condition. However, he/she should not return if his/her temperature is above 100°F or vomiting is present. Some contagious conditions require multiple-day quarantine periods away from school. It is recommended that anytime you have your child seen by a healthcare provider, you 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 and cannot be expired. 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 adult 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 School Nurse or designated personnel; 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.** The only exception is with students who carry emergency medication (examples: inhalers or Epi-pens) for personal emergency use, and have filled out and turned in the proper authorization forms beforehand.

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

- Due to potentially serious consequences resulting from students carrying medication - prescription or non-prescription - **No students are allowed to neither possess medication, nor can students transport medication to or from school.** The only exception is with students who carry emergency medication (examples: inhalers or Epi-pens) for personal emergency use, and have filled out and turned in the proper authorization forms beforehand.
- 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 School Nurse and/or Principal and reminded of the medication policy. At the School 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 Principal.
  3. **3<sup>rd</sup> offense**: In-school suspension. Parent/Guardian will be notified by Principal.
  4. **4<sup>th</sup> offense**: 3-day suspension. Parent/Guardian will be notified by Principal.
- When controlled-substance medication is brought to school, the person delivering it must count the medication with the School Nurse or designated personnel; 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 School 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 due to early dismissals or from medication being left at school overnight. It is also more convenient for parent/guardian since students are not allowed to transport medications to and from school.
- When controlled-substance medication is brought to school, the person delivering it must count the medication with the School Nurse or designated personnel; 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 School Nurse can give on an as needed basis.
- If student requires OTC medications that are not from the School 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 healthcare provider's orders and parent/guardian permission.

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

- Students with special healthcare 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. **Students must have the proper authorization forms completed before they can carry and self-administer any emergency medications.**
- Parents are asked to fill out specialized forms addressing the healthcare concern and update them annually. Forms will be mailed home at the end of each school year for parent/guardian's convenience 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 the new school year. 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 School Nurse and/or the Principal. Depending on the severity of the special healthcare 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 KidSight program provides a FREE comprehensive eye examination here at school for children in the Pre-Kindergarten through Third grades, and the Parents as Teachers (PAT) program children each year in the fall, coordinated by the School Nurse.

- The TSU Speech & Hearing Clinic provides FREE hearing screening for all students annually (including new or requested students, excluding 4th, 5th, 8th, 10th, and 12th grades) here at school, coordinated each year by the School Nurse.

### **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:** 4+ DTaP/DT, 3+ 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, or until they turn 11 years old. At that time, **1 Tdap (tetanus booster) and 1 MCV4 (Meningococcal) are required by Missouri State Law before starting the 8th grade.** Students are also required by law to have a second MCV4 (Meningococcal) vaccination before entering the 12th grade (unless their first vaccination was given AFTER they turned sixteen). This will complete your child's immunization requirements under graduation from high school.

### **Homework Policy**

Students are expected to turn in all homework assignments. Homework requirements for each grade level will be sent home by the individual teacher.

### **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 if you choose to receive the calls or texts.

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.

### **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-I 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.

### **Messages**

The school will be using the automated phone system/text system to let parents and families know of early dismissals, snow days, and important events. This will be offered to everyone to opt into receiving, please contact the elementary secretary to say you do not want to participate. To opt in please text Y to 67587.

### **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 to have an open line of communication with parents. During the 2022-2023 school year, we will complete parent/ teacher conferences in October. Spring conferences will be by arrangement if needed. We will mail grades home in December and in May at the end of each 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.

### **Parent/Teacher Conferences**

Parent-Teacher Conferences are scheduled for the end of the first quarter. Teachers will be in contact with parents to schedule any as needed conferences. 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 scheduled throughout the year. If you are interested in committing one year to this team, please contact Mrs. Jamie Halley at (660) 874-4126.

### **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 for your child to not participate please contact the elementary office.

## **Policies**

Please see the end of this document, and/or the school website, building principal or superintendent for all policies.

## **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 followed by out of district students. Each year a preschool screening is held 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. Parents will then be notified of student eligibility.

## **Promotion**

Students who successfully complete the 5th grade will have the opportunity to participate in the fifth grade promotion ceremony held at the conclusion of the school year.

Special 5th Grade Awards for Promotion-

The President's Award for Educational Excellence is given each year to those students in fifth grade who have shown educational achievement and a high commitment to learning in grades 4-5. To receive this award students must have a 3.5 GPA or above on a 4.0 scale for 4th-5th grades, and have received Advanced on the Math and ELA MAP test in 3rd/4th grade.

The President's Award for Educational Achievement is awarded each year to students in the fifth grade who have a 3.0 or above GPA on a 4.0 scale for 4th-5th grades and have received Advanced or Proficient on the Math and ELA MAP test in 3rd/4th grade.

## **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 retention 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.



## **Public Notices**

Please see the end of this document, or contact the district office for further information.

## **Reading Circle**

### **Reading Circle Certificate**

The state guidelines for a student to earn a Reading Circle Certificate will be followed. (Totals only.) If a student earns a Reading Circle Certificate during five years (does not have to be consecutive), they will be awarded a Lifetime Reading Circle Certificate. It is encouraged for a healthy balance of fiction and nonfiction to be read.

	K	1st	2nd	3rd	4th	5th
Totals	20	20	20	16	16	16

## **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. 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 Fees**

1. Students may be required to pay for material used for **personal projects** in classes. The teacher will notify students when this is necessary. Students may contact the teacher or principal if help is needed in obtaining items.

2. Students will be assessed the cost price of all school items lost, broken or damaged. Payment of all such assessments must be made before any credit will be allowed for work completed. Parents will be notified of fees due and all monies collected will be sent or brought to the elementary office.

3. The purchase of a school yearbook is optional.

### **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. If you do not want your child's picture taken please contact the elementary office.

### **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.

### **Secret Organizations and Gangs**

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

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

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

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things, which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any

gang or gang activity, including but not limited to:

- a. Soliciting others for membership in any gangs.
- b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
- c. Committing any other illegal act or other violation of school District policies.
- d. Inciting other students to act with physical violence upon any other person.

## **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.

## **Solicitation**

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

## **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 2022-2023 school year to enhance our elementary building. Students from grades third through fifth will be able to participate. Details will follow after the school year begins.

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

### **Student Publications**

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

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

### **Surveillance Cameras**

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

### **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 support provided within the school district.

### **Trauma Informed**

Please visit the website to learn more. <https://dese.mo.gov/traumainformed>

### **Vision**

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

The following statements are intended to provide the standards that Green City R-1 should strive to achieve and maintain to become an exemplary school. These standards should serve as both the blueprint for our improvement efforts and the benchmarks by which we will evaluate our progress.

### **Curriculum**

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

### **Climate**

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

### **Academic Excellence**

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

### **Citizenship**

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

## **Visitors to the School**

### **\*Please contact the district office for additional information on current visitor guidelines.**

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.

## **Volunteer Policy**

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

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

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

The requirements and responsibilities of school volunteers as well as the expectations and responsibilities of the School District are to follow the Green City R-1 handbook and board policies. Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. The teacher

is the professional whose responsibility it is to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace, the teacher.

People interested in becoming a volunteer should contact the school to learn more about requirements.

### **Policies**

(Please see the school website, building principal or superintendent for all current policies.)



**GENERAL ADMINISTRATION****Policy 1300  
(Regulation 1300)  
(Form 1300)****Equal Opportunity****Prohibition Against Harassment, Discrimination and Retaliation**

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Tennille C Banner, Superintendent  
301 North East Street  
Green City, MO 63545  
660-874-4128  
tbanner@greencity.k12.mo.us

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

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Approved Update September 2020

**GENERAL ADMINISTRATION****Regulation 1300  
(Form 1300)****Equal Opportunity****Prohibition Against Harassment, Discrimination and Retaliation**

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

This Regulation governs and outlines the procedure for filing a complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX). A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

**DISTRICT'S COMPLIANCE OFFICER**

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

*[Insert the following information below for each designated Compliance Officer; the Title IX Coordinator is designated in Regulation 1301 and may be the same person. The District may choose to include only the position title, rather than an individual's name, but the address, phone number, and email must be connected to the designated individual.]*

Tennille Banner, Superintendent  
301 North East Street  
Green City, MO 63545  
660-874-4128  
tbanner@greencity.k12.mo.us

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title VII of the Civil



Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws. See Regulation 1301 for the individual(s) designated by the District to be the Title IX Coordinator with the responsibility to identify, prevent, and remedy unlawful harassment and related retaliation in accordance with Title IX of the Education Amendments of 1972.

The Compliance Officer will:

1. \*Receive complaints of discrimination or harassment based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law.
2. Oversee the investigative process.
3. Assess the training needs of District staff and students in connection with the dissemination, comprehension, and compliance with this Regulation.
4. Arrange for necessary training required for compliance with this Regulation.
5. Insure that investigations are conducted by an impartial investigator.
6. In the event the complaint is about the Compliance Officer or Compliance Officer's immediate supervisor, the District will consider appointment of an outside investigator.

\*If any complaint involves allegations against the Compliance Officer, the Complaint shall be filed directly with the Superintendent, unless the Superintendent is the Compliance Officer, or President of the Board of Education.

## DEFINITIONS

For the purpose of this Regulation, the following terms are defined:

*Compliance Officer:* The District employee(s) designated by the Board of Education to coordinate the District's compliance with District policy, Missouri statutes, and federal laws regarding discrimination, harassment and retaliation based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic or any other characteristic that is protected by law.

*Day:* A calendar day. All timeframes and deadlines may be extended by the District for good cause, including but not limited to Board-approved holiday breaks and building closures.

*Disability:* A physical or mental impairment that substantially limits a major life activity.

*Discrimination:* Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry,

religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

*Harassment:* Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

For the purposes of this Regulation, sexual harassment is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

A student regardless of age cannot consent to behavior of a sexual nature with an adult irrespective of the circumstances.

*Retaliation:* Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law.

*Student:* An individual that is currently enrolled as a student of the District.

### **Illustrations and Examples of Prohibited Harassment**

For the purpose of this Regulation, the determination if conduct as unwelcome is a fact-intensive question that shall be considered on a case-by-case basis.

### **Examples of Sexual Harassment**

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to

avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances and application of the definitions immediately above in this Regulation, examples of conduct which may or may not constitute sexual harassment, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

#### **Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment**

As defined in this Regulation, examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- jokes;
- gestures;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;



- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

### **OBLIGATION TO REPORT**

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer as set forth in this Regulation. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

### **INTERIM MEASURES**

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

### **INVESTIGATION AND RESPONSE**

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on

school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with investigation process.

### **Informal Process for Resolution**

The District takes seriously the obligation to investigate complaints of discrimination, harassment, or retaliation and to take appropriate remedial measures when necessary. The District recognizes that the obligation to investigate and remedy may be accomplished through an informal process, depending on the circumstances.

Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their relevant building administrator or supervisor. The administrator/supervisor may attempt to resolve the matter informally and should inform complainants of this Regulation.

Building administrators/supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or the District.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end the harassment, discrimination, and retaliation and to correct any effects on the complainant.

Informal remedies may include, but are not limited to:

- If the complainant so desires, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The District will inform the complainant (and their parent/guardian when applicable) how to report any subsequent problems. Additionally, the District may conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately



address continuing or new problems.

### **Formal Process for Resolution**

#### Step One – Complaint to District

Anyone may initiate a formal complaint of harassment, discrimination, or retaliation by filing a written complaint with the District's Compliance Officer. At any step in the formal resolution process, where appropriate, the District will take interim measures to protect the complainant or alleged victim before the final outcome of the District's investigation. Additionally, the District may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.

The following process will be followed at Step One:

#### Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Formal complaints must be submitted to the Compliance Officer.
- A charge or complaint of discrimination, harassment, or retaliation filed with an outside agency does not constitute a formal complaint or trigger an obligation to follow the formal complaint investigation procedures as contemplated under this Regulation.

#### Investigation of Complaint

- The Compliance Officer will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Compliance Officer will provide the complainant a copy of this Regulation.
- Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. The District and complainant may also agree to resolve the complaint in lieu of an investigation.



- When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Superintendent. If the Superintendent is the subject of the complaint, the report and recommendations will be forwarded to the Board President.

#### Response to Complaint

- The Superintendent will review the report completed by the Compliance Officer.
- The Superintendent will respond in writing with a Letter of Outcome to the complainant and the accused party within **thirty (30)** calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date.
- The Letter of Outcome will include: 1) a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of Policy 1300; 2) if violation of Policy 1300 is found to have occurred, the assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; and 3) notice of the right to appeal to the school board and the necessary filing information.
- Any corrective measures deemed necessary will be instituted as promptly as reasonable.
- The District will inform the complainant (and their parent/guardian if the complainant is a student) how to report any subsequent problems. Additionally, where appropriate the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to respond and appropriately address continuing or new problems.
- If the Superintendent is the subject of the complaint, the actions set forth herein to be completed by the Superintendent will be completed by the Board President.

#### Step Two – Appeal to Board of Education

##### Notice of Appeal

- The complainant or accused party may appeal to the Board of Education by filing a written notice of appeal with the secretary of the Board within **ten (10)** calendar days following receipt of the Letter of Outcome.

- On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Parties will be allowed to provide comment and information as the Board deems relevant and material.

#### Board Decision

- Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within **thirty (30)** calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

### RETALIATION

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against a person who participates in related proceedings or investigations.

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

### CONFIDENTIALITY

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

### CONSEQUENCES AND REMEDIES

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

#### Consequences

Consequences for violations of this Policy and Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting harassment, discrimination or retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

### **Remedies**

The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.

An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

### **TRAINING & PUBLICATION OF POLICY**

The District will train its employees on this Policy and Regulation. The training will include the requirements of nondiscrimination and the appropriate responses to discrimination, harassment, and retaliation. The District will notify its employees to report complaints of discrimination, harassment or retaliation in accordance with this Policy. This training will be provided to employees on an annual basis, and at such other times as the Superintendent, in consultation with the District's Compliance Officer, determines is necessary or appropriate. Additionally, the District will provide additional training to the District Compliance Officer on identifying, investigating, and reporting on acts that may constitute discrimination, harassment or retaliation. District students will be notified regarding this Policy. This Policy will be posted on the District's website and available in Central Office.

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**STUDENTS****Policy 2652****Discipline****Student Conduct on Buses**

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

Approved August 2002



**STUDENTS****Policy 2655  
(Form 2655)****Discipline****Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited 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 intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Approved August 2016

**Policy 2655****Page 2**

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: 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.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

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**INSTRUCTIONAL SERVICES****Policy 6130****Curriculum Services****Drug Education**

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

Therefore, the School District will abide by the following:

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

Approved July 2017



## **INSTRUCTIONAL SERVICES**

**Policy 6320**  
**(Regulation 6320)**

### **Libraries, Media and Technology Services**

#### **Internet Safety Policy**

##### **A. Introduction**

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

##### **B. Access to Inappropriate Material**

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

##### **C. Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

##### **D. Inappropriate Network Usage**

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

Approved November 2015



**E. Supervision and Monitoring**

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

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**INSTRUCTIONAL SERVICES****Library, Media, and Technology Services****Internet Usage****Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

**Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

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Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Internet Access**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:



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2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

**Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

**Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.

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3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

### **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

### **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

## **Public Notices**

### **Missouri Department of Elementary & Secondary Education Every Student Succeeds Act of 2015 (ESSA) 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 Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. **What is a complaint?**
  - For these purposes, a complaint is a written 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 ESSA.
2. **Who may file a complaint?**
  - Any individual or organization may file a complaint.
3. **How can a complaint be filed?**
  - Complaints can be filed with the LEA or with the Department.
4. **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.
5. **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.

## 6. 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 ESSA 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.

## 7. 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-five calendar days. That time limit can be extended by the agreement of all parties.
- The following activities will occur in the investigation:
  1. **Record.** A written record of the investigation will be kept.
  2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
  3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  4. **Report by LEA.** Within thirty-five 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.
  5. **Verification.** Within five 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).
  6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

## 8. How are complaints related to equitable services to nonpublic school children handled differently?

- In addition to the procedures listed in number 7 above, the complaints related to equitable services 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).

## 9. 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. This 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.

## 10. 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.

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

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

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

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

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

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

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

For complaints concerning any federal programs please contact:

Jamie Halley  
301 North East Street  
Green City, MO 63545

(660) 874-4126 Fax (660) 874-4515  
[jhalley@greencity.k12.mo.us](mailto:jhalley@greencity.k12.mo.us)

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

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

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

### **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

NOTICE TO ALL EMPLOYEES AND STUDENTS REGARDING  
DISCRIMINATION AND HARASSMENT

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

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

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

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

Other offices dealing with these complaints:

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

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

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

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

**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 Teresa Dolan, 504 coordinator for the school district, 301 North East Street, Green City, MO 63545

### **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