

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

## **High School Student Handbook**

**2025-2026**



***Home of the Gophers***

**GREEN CITY R-1 SCHOOL DISTRICT**  
**HIGH SCHOOL STUDENT HANDBOOK**  
**GREEN CITY, MISSOURI**  
**2025-2026**

Students,

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

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

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

Parents and patrons are always welcome to visit the school at any time. Please enter through the front doors, stop by the Superintendent's office and sign in when visiting school.

Have a wonderful school year!

Sincerely,  
Dallas Halley  
High School Principal  
[dhalley@greencity.k12.mo.us](mailto:dhalley@greencity.k12.mo.us)  
660-874-4128

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

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## **BOARD OF EDUCATION**

|                |                 |
|----------------|-----------------|
| President      | Kellen Hatcher  |
| Vice President | Jason Salas     |
| Secretary      | JT Thomas       |
| Treasurer      | Katy Foster     |
| Member         | Thomas Christen |
| Member         | Sean Ernst      |
| Member         | Brody Fude      |

## **ADMINISTRATIVE STAFF**

|                  |                             |
|------------------|-----------------------------|
| Tennille Banner  | Superintendent              |
| Dallas Halley    | Secondary Principal         |
| Alice Heidenwith | Elementary Principal        |
| Dale Whitacre    | Athletic Director           |
| Lindsay Moore    | Secretary to Superintendent |
| Amber Peterson   | High School Secretary       |
| Megan Lunsford   | Elementary Secretary        |

## **HIGH SCHOOL FACULTY**

Beth Beyer, RN - School Nurse

Tammy Campbell - Vocational Agriculture

Heather Davis-Social Science

Teresa Dolan - Librarian

Wendy Eberhardt - English Language Arts

Donovan Edwards- Body Conditioning

Nick Edwards - PE

Angela Fields - Math

Danita Gordon - Science

Misti Hullinger- English Language Arts

Kassi Leslie - Science

Chelsea Logsdon - Guidance Counselor

Amanda Lunsford - Business Education

Grace March - SRO

Glenn Palmer - Instrumental Music, Choir

Nick Rhodes-Vocational Agriculture

Shelly Seaton - Math

Vanessa Sthole - Art/Music

Stephanie Somers- Special Education

Becky Tipton - College Proctor

Dale Whitacre - Social Science

Billy White-Custodian

### **BUS DRIVERS**

James Snyder

Jim Thomas

Christy LaFaver

Donald Murphy

Randy Martin

## **SPONSORS**

### **Class Sponsors:**

6<sup>th</sup> - Mr. D Edwards  
 7<sup>th</sup> - Mr. N. Edwards  
 8<sup>th</sup> - Mr. Palmer  
 9<sup>th</sup> - Mrs.Lunsford/Mrs. Eberhardt/Mr. Rhodes  
 10<sup>th</sup> - Mrs. Lovingier/Mrs. Gordon/ Mrs.Campbell  
 11<sup>th</sup> - Mrs. Dolan/Mrs. Sthole/Mrs.Hullingier/Mrs. Leslie  
 12<sup>th</sup> -Mrs. Cochran/Mrs. Davis/Mrs. Tipton/Mrs. Logsdon

### **Organization and Sponsors:**

|                       |                               |
|-----------------------|-------------------------------|
| FBLA                  | Mrs. Lunsford                 |
| NHS                   | Mrs. Eberhardt                |
| Scholastic Team       | Mrs. Gordon                   |
| Student Council       |                               |
| FFA                   | Mr. Rhodes/ Mrs. Campbell     |
| Web Page              | Mrs. Kottwitz                 |
| H.S. Cheerleading     | Mrs. Ratliff                  |
| J.H. Cheerleading     | Mrs. Ratliff                  |
| Pep Band              | Mr. Palmer                    |
| Drill Team & Pom Pom  | Mrs. Cochran                  |
| Dance Team            | Mrs. Rhodes                   |
| Yearbook              | Mrs. Lunsford                 |
| Chess Club            | Mr. Palmer                    |
| Art Club              | Mrs. Sthole                   |
| Softball              | Mr. N. Edwards / Mrs. Peavler |
| Baseball              | Mr. Whitacre / Mr. D. Edwards |
| J.H. Girls Basketball | Mrs. Logsdon / Mrs. Leslie    |
| J.H. Boys Basketball  | Mr. D.Edwards / Mrs. Logsdon  |
| H.S. Girls Basketball | Mr. N. Edwards                |
| H.S. Girls Asst. BB   | Mrs. S. Edwards               |
| H.S. Boys Basketball  | Mr. Ayers                     |
| H.S. Boys Asst. BB    | Mr. D. Edwards                |
| J.H. Boys Track       | Mrs. Peavler                  |
| J.H. Girls Track      | Mrs. Peavler                  |
| HS. Boys Track        | Mrs. S. Edwards               |
| HS. Girls Track       | Mrs. S. Edwards               |
| JH/HS Asst. Track     | Mr. Palmer                    |
| Drama                 | Mr. Palmer                    |
| Renaissance           | Mrs. Dolan                    |



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

The Green City R-1 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

## BELL SCHEDULE

### Regular Bell Schedule

|                      |               |
|----------------------|---------------|
| Unload Busses        | 7:45          |
| Students go to class | 8:05          |
| Period 1             | 8:10 - 8:55   |
| Period 2             | 8:58 - 9:43   |
| Period 3             | 9:46 - 10:31  |
| Period 4             | 10:34 - 11:19 |
| Period 5             | 11:22 - 12:07 |

### 1<sup>st</sup> Shift (Grades 6-8)

|                               |
|-------------------------------|
| 12:10 - 12:30 Lunch           |
| 12:30 - 12:50 Activity Period |

### 2<sup>nd</sup> Shift (Grades 9-12)

|                               |
|-------------------------------|
| 12:10 - 12:30 Activity Period |
| 12:30 - 12:50 Lunch           |

**All class and club meetings are to occur during Activity Periods**

|           |              |
|-----------|--------------|
| Period 6  | 12:53 - 1:38 |
| Period 7  | 1:41 - 2:26  |
| Period 8  | 2:29 - 3:14  |
| Flex Time | 3:14 - 3:25  |

### (Early Out Schedule) 1:00 Dismissal Time

|                  |               |
|------------------|---------------|
| Period 1         | 8:10 - 8:57   |
| Period 2         | 9:00 - 9:47   |
| Period 3/7       | 9:50 - 10:37  |
| Period 4/8/Lunch | 10:40 - 11:27 |
| Period 5         | 11:30 - 12:17 |

### 1<sup>st</sup> Shift (Grades 6-8)

|                              |
|------------------------------|
| 12:20 - 12:40 Lunch          |
| 12:40 - 1:00 Activity Period |

### 2<sup>nd</sup> Shift (Grades 9-12)

|                               |
|-------------------------------|
| 12:20 - 12:40 Activity Period |
| 12:40 - 1:00 Lunch            |

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

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

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

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

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

Other offices dealing with these complaints:

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

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

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

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

# **ACADEMIC POLICIES AND PROCEDURES**

## **EDUCATIONAL RECORDS**

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

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

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

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

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

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

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

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

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

## **EQUAL EDUCATIONAL OPPORTUNITY**

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

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and SS 162.670 - .995 RSMo. Missouri Special

Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

## **INCOMPLETE GRADES**

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

## **LATE WORK**

It will be the discretion of each teacher to develop a policy of how they will accept late class work and the amount of credit earned.

## **MAKE-UP WORK**

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

## **PHYSICAL EDUCATION CLASS**

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

## **PROGRESS REPORTS**

Progress reports are sent home at the end of the fifth week of each quarter for all classes.

## **RECORDS REVIEW**

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

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

## **REPORT CARDS**

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

A = **4.0** 95% - 100%                      C = **2.0** 73% - 76%

|                 |           |                 |               |
|-----------------|-----------|-----------------|---------------|
| A- = <b>3.7</b> | 90% - 94% | C- = <b>1.7</b> | 70% - 72%     |
| B+ = <b>3.3</b> | 87% - 89% | D+ = <b>1.3</b> | 67% - 69%     |
| B = <b>3.0</b>  | 83% - 86% | D = <b>1.0</b>  | 63% - 66%     |
| B- = <b>2.7</b> | 80% - 82% | D- = <b>0.7</b> | 60% - 62%     |
| C+ = <b>2.3</b> | 77% - 79% | F = <b>0</b>    | 59% and below |

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

## **RETENTION**

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

## **SEMESTER FINALS**

At the end of each semester, each course will administer a semester final in their classes. ALL STUDENTS ARE REQUIRED TO TAKE THE FINALS. It is the student's responsibility to take the semester final ahead of time if they know that they will be absent. THE SEMESTER TEST WILL COUNT AS 10% OF EACH STUDENTS SEMESTER GRADE.

## **STUDENT RECOGNITION PROGRAMS**

### **GREEN CITY HIGH SCHOOL RENAISSANCE HONORS PROGRAM**

#### Mission Statement

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

#### Student Recognition

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

#### Organization

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

### **Gold Card**

#### Criteria Awards/Incentives

(3.7-4.0 Grade Average)

- Free admission to athletic events and dances
- No referrals for detention or suspension
- No failing grades
- 1-hour community service
- Follow A+ citizenship policy
- No cell phone violations
- Follow attendance policy
- No attendance appeals

### **Black Card**

#### Criteria Awards/Incentives

(2.7-3.6 Grade Average)

- Free Admission to athletic events
- No referrals for detention or suspension
- No failing grade

- 1-hour community service
- Follow A+ citizenship policy
- No Cell Phone Violations
- Follow attendance policy
- No attendance appeals

#### Academic Awards

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

#### Gopher Award - \$250.00

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

#### Missouri Assessment Program/ End of Course Awards

At Green City R-1 we believe in recognizing students who perform well on the Missouri Assessment Program, as well as, other assessments. All students who receive an Advanced or Proficient score on the MAP/EOC tests will be recognized at halftime of a varsity basketball game.

#### Most Improved Student Award - \$25.00

A student in grades 9, 10, 11, and 12 will be recognized at the end of the year academic assembly as the Most Improved Student for their grade level. Staff members will present a student for consideration in a nomination speech to other staff members towards the end of the academic school year. Following the conclusion of nominating speeches, all staff members will vote on each grade level recipient by secret ballot.

#### Honor's Event

At the end of the 1<sup>st</sup> semester and 2<sup>nd</sup> semester, the Renaissance students will be honored for their hard work and dedication to meeting the standards of the Renaissance program. Examples of rewards may include but will not be limited to: Lady Lions sponsored breakfast, pizza party, etc.

School Recognition:

Renaissance will provide the following:

- Snacks for EOC/MAP testing
- Rewards upon completion of the MAP

## **TESTS**

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

## **TRANSFER STUDENTS**

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

Students who have not successfully attended a public/parochial school 9 weeks prior to their enrollment at Green City R-1 School District will not be allowed to earn credit for the semester.

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

## ATTENDANCE PROCEDURES

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

Any student that misses a class **eight (8)** or more days in a semester will not earn credit per class. 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 conditions.

Responsibility for making up work lies entirely with the students. It is the student's responsibility to obtain the make-up assignments and complete the work promptly. For one day's absence, make-up work must be completed by the next class meeting. If more than one day is missed per class, the student should visit with the teachers to establish the due dates for assignments.

**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.

**Vo-Tech attendance** - If a student misses 5 days of VoTech within a semester, they will be required to serve a before or after school detention. Subsequent absences will result in additional detentions. An excessive amount of absences will result in removal from the Vo-Tech program. This decision will be made by a team consisting of a VoTech Instructor, the HS Counselor, the High School Principal, and Superintendent.

## ATTENDANCE APPEALS PROCESS

Parents will be notified when a student has five (5) absences in a class period within a semester and again when the student accumulates **eight (8)** absences. Credit will be automatically denied in any one class once the student accumulates **eight (8) or more** absences. **Students may attend an Early-Out Detention one (1) time per semester to make-up one (1) day/class period.**

Upon a student's **9th and/or 10th absence** parents will be notified, **and** the student may appeal their loss of credit in writing to the **High School Principal**. The High School Principal shall review the reasons for absences and make a decision on the outcome. The documentation and specific reasons for the student's absences will be the compelling factor in the decision. Based on the **documentation provided**, three outcomes are possible:

- Student may be awarded the opportunity to make up seat time in order to be awarded credit. This seat time will be made up outside of the regular school day on a timeline provided by the school district. (Seat time will not be allowed to be made up prior to an attendance violation.)
- Student may not be awarded credit.
- Student may be awarded credit and excused from making up seat time.

Parents will be notified when a student is absent **beyond ten (10) days** in one class period per semester **and** the student may appeal their loss of credit in writing to the **Superintendent**. Students will have ten



(10) days to appeal in writing from the date the parent(s) was notified. The student may appeal in writing to the Board of Education after the Superintendent's decision. Students will have ten (10) days to do so after the Superintendent's decision.

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

## COLLEGE VISITS

Seniors are allowed to miss three (3) days per year to visit a college. Juniors are allowed two (2) days per year to miss school and visit a college. These days must be set-up in advance, and students must complete a Pre-Arranged College Visit form. This form must be submitted to the Guidance Counselor or the High School Principal **in advance of the college visit**. A signed agenda from the college or university must also be turned in to the office once you return. All college visits must be taken by the last school day in February. **Note: College visit days are counted toward total absences for A+ Attendance requirements.**

## 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 for some students to attend school on a part-time basis. The Board has established the following regulations 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.

#### Conditions

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

### **PRESENCE AT SCHOOL**

Pupils shall not be allowed to assemble on school grounds at an unreasonable hour before or after school is in session except in conjunction with school functions. Students who are on school grounds due to school activities must be under the supervision of school personnel at all times. Students are not to be in the building before the 7:45 a.m. bell. Those entering school early must go to the gym unless with teacher's permission and supervision.

### **RELEASE FROM SCHOOL**

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

### **TARDY POLICY**

Students are expected to be in the classroom prior to the bell to start each class. Teachers will keep a record of tardies each hour in their classroom along with attendance. Tardies accrue each semester. This policy emphasizes the importance of arriving to class on time. Any student who is tardy to class should be reported to the office. Teachers will tell students when they are tardy and have been reported to the office.

Students should not be in the hallway during instructional time without a hall pass.

1st and 2nd tardy-Warning from the teacher

3rd and 4th tardy-30 minute detention

5th-60 minute detention and parent notification

On the 6th and following tardies- Student will serve Saturday detention (8:00-11:45)

Students will serve 1 hour and 15 minutes per tardy while in Saturday detention.

#### **Guidelines for detention:**

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

\* Dates for Monday early out detention will be set by the principal's office when appropriate. Students will

not be allowed to attend if they are late.

## **TRUANCY AND EDUCATIONAL NEGLECT**

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

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

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

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

## **VO TECH STUDENTS**

When Vo-Tech is not in scheduled session, students are to be in class according to class schedule. Students should arrive for the beginning of 5<sup>th</sup> period (11:27 a.m.) on regular days. Students riding the bus to school should report to the office for instructions when not attending Vo-tech.

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

**Vo-Tech attendance** – If a student misses 5 days of VoTech within a semester, they will be required to serve a before or after school detention. Subsequent absences will result in additional detentions. An excessive amount of absences will result in removal from the Vo-Tech program. This decision will be made by a team consisting of a VoTech Instructor, the HS Counselor, the High School Principal, and Superintendent.

## **WITHDRAWAL FROM SCHOOL**

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

# **BEHAVIOR CODE/RULES AND REGULATIONS**

## **ACADEMIC REASSIGNMENT**

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

## **ARTIFICIAL INTELLIGENCE**

At Green City R-1 we are committed to fostering a culture of academic integrity and ethical conduct among all students. As technology evolves, we recognize the potential benefits and challenges that arise with the use of Artificial Intelligence (AI) in the learning process. This academic integrity statement outlines the principles and expectations surrounding the responsible use of AI in a high school setting to ensure fair and honest academic practices.

### **Originality and Authenticity**

Students are expected to produce original work that reflects their understanding and knowledge. When using AI tools to assist in research or problem-solving, it is crucial to critically analyze and incorporate the AI-generated content into their work in an authentic manner. Directly copying or presenting AI-generated outputs without proper understanding or context is considered academic misconduct.

### **Acknowledgment of AI Assistance**

Students are able to explore and utilize AI tools and resources available for educational purposes. **However, it is essential to acknowledge when AI assistance is utilized to complete assignments, projects, or assessments.** (Students should not use AI if the class syllabus specifically prohibits its use.) Any use of AI-powered tools or platforms must be declared, and credit should be given where appropriate.

### **Proper Citation and References**

When incorporating AI-generated content, data, or insights into assignments, students must provide appropriate citations and references. This includes acknowledging the AI tools or models used and citing the sources of any AI-generated information employed in their work.

### **Responsible Use of AI**

Students must utilize AI technology ethically, following all school policies and guidelines related to technology use. This includes avoiding the use of AI for malicious purposes, cheating, or attempting to manipulate AI systems to produce inaccurate results.

### **Awareness and Education**

Students are encouraged to develop a strong understanding of AI technology and its implications on academic integrity. Through educational programs and discussions, students can learn about the responsible use of AI and its role in the learning process.

### **Consequences of Violations**

Any violation of this Academic Integrity Statement will be treated seriously. Consequences for academic dishonesty involving AI may include but are not limited to, a failing grade for the assignment, disciplinary action, or referral to the school administration, depending on the severity of the violation.

By adhering to this Academic Integrity Statement, students demonstrate their commitment to ethical behavior, intellectual growth, and responsible use of AI technology in their educational journey at Green City R-1.

## BREATHALYZER

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

## BUS RULES

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

1. Pupils must not try to get off the bus, or move about within the bus, while it is in motion.
2. The back door of the bus is an emergency exit and will not be used except in case of emergency.
3. Food or drink is not allowed on the bus.
4. Bus schedules are posted in the 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.
5. Students will be allowed to talk to each other on the bus as long as they keep their voices low. Students should not talk to the driver while the bus is in motion.
6. Students will walk in front of the bus and stop when even with the left fender of the bus. After checking for traffic students should walk to the other side.
7. Pupils must not stand in the roadway while waiting for the bus. Stand well back from the loading area until the bus has stopped.
8. If students do not ride the bus with reasonable regularity, the bus route may be rearranged to eliminate a stop if it will make a shorter or more economical route.
9. If a student rides a bus to a ballgame or other activity, he/she must ride it home, unless the parent has made personal contact with the Principal or instructor. The principal must approve all handwritten notes.
10. Students will not stick their hands or heads out of bus windows at any time.
11. Students will not throw litter on the floor of the bus or out the window.
12. Drivers may assign seats to students if they think it is necessary.
13. Any damage to the bus should be reported to the driver at once.
14. For serious misconduct, the bus driver will accompany the offending student to the principal or superintendent's office.
15. The buses will leave in the afternoon promptly at 3:30.
16. Misbehavior on the bus may result in penalty at discretion of principal depending on circumstances (May include removal from the bus for 1 to 10 days or permanent removal from the bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.
17. **Discontinued service** - On route stops where the school bus must make a special stop in front of the residence, it will be the policy of the driver to discontinue the service if the bus has stopped twice to pick up a student without the parent informing the school or driver, in advance, by a note or phone call, that the student won't be riding.
18. **Adequate and Safe Turnabouts** - Turnabouts should be adequate for turning without danger of getting stuck or backing blindly into traffic. It may be necessary to turn around in either side of a pickup point for safety and convenience sake. In the case where a bus cannot turn safely because of the lack of space, it will be necessary for the driver to secure a more suitable pickup point.
19. All drivers are required to stop for buses while loading and unloading. Be prepared to stop when coming upon a school bus.

## **ELECTRONIC TECHNOLOGY POLICY**

Developments in electronic technology in recent years have resulted in greater communication technologies. The use of electronic devices in schools poses increasing risks of school disruptions, bullying, criminal activity and academic dishonesty. Students are encouraged to use the phone in the high school office to communicate with parents or guardians during the school day. Use of cell phones and other electronic devices during the school day is prohibited.

Student cell phones, digital cameras and similar electronic devices will be banned in restrooms and dressing areas.

### **Cell Phones/Smart Watches**

Schools shall prohibit a student from using electronic personal communication devices from the beginning of the school day until the end of the school day.

Communication devices are defined as a portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically. Students will place electronic devices in their lockers before class begins. Students will be responsible for getting their phone at the end of the day.

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

1st offense – Phone confiscated for the remainder of the day and the student will serve 1 day of academic reassignment(ISS). The device will be returned to parents.

2nd offense – Phone confiscated for the remainder of the day and will serve 3 days of academic reassignment(ISS). The device will be returned to parents.

3rd and subsequent offense – Phone confiscated for the remainder of the day, 1-5 days of out-of-school suspension. The device will be returned to parents. Following the suspension, the student will turn their phone into the building administrator for the remainder of the year.

The following exceptions will be made to the new cell phone policy:

Students can have their electronic devices during field trips.

Students can have their electronic devices to and from KATC.

## **CLOSED CAMPUS**

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

## **CORPORAL PUNISHMENT: AUTHORIZED**

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

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.

## **DETENTION**

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

Guidelines for detention:

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

\* Dates for Monday early out detention will be set by the principal's office when appropriate. Students will not be allowed to attend if they are late.

## **DISCIPLINE**

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

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

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

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

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

## **STUDENTS DISCIPLINE BEHAVIORAL EXPECTATIONS**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this

regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

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

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

- First Offense: 5-10 days suspension; referral to appropriate authorities
- Subsequent Offenses: 10-90 days suspension; expulsion; referral to appropriate authorities

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

- First Offense: 3-10 days out-of-school suspension or expulsion; referral to Superintendent and appropriate authorities
- Subsequent Offenses: 11-180 days out-of-school suspension or expulsion; report to legal authorities

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

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

- First Offense: 3-5 days academic reassignment; 1-10 days out-of-school; report to legal authorities; referral to superintendent
- Subsequent Offenses: 5-10 days out-of-school suspension; 10-90 days out-of-school suspension; report to legal authorities; referral to Superintendent

**Bullying – Intentional intimidation or infliction of physical; emotional; or mental harm (see Policy 1300)**

- First Offense: Principal/Student conference; 1-10 days academic reassignment; 1-10 days out-of-school suspension
- Subsequent Offenses: 5-10 days academic reassignment; 5-10 days out-of-school suspension; 10-180 days suspension or expulsion; report to legal authorities; referral to superintendent

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

- First Offense: Driving on school property revoked 5-10 days
- Subsequent Offenses: Driving on school property revoked for one semester; driving on school property revoked permanently

**Cell Phone Policy – See Handbook**

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

**Cheating – Attempt to cheat on assignments or help someone else cheat. This includes Plagiarism and use of AI to do your work.**

- First Offense: Principal/Student conference; detention; receive a zero on the 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; Parent pick up device.
- Subsequent Offenses: Confiscation and parent/guardian must pick-up; 1-5 days academic reassignment; 1-10 days out-of-school suspension

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

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

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

- First Offense: Principal/Student conference; change of clothing
- Subsequent Offenses: Change of clothing and detention; change of clothing and 1-3 days academic reassignment; change of clothing and 1-3 days out-of-school suspension

**Drugs/Controlled Substance**

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

- First Offense: 5-10 days out-of-school suspension; referral to appropriate authorities
- Subsequent Offenses: 10-90 days suspension; referral to Superintendent

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

- First Offense: 10 days immediate suspension with recommendation to Superintendent for expulsion; referral to appropriate authorities
- Subsequent Offenses: Expulsion and referral to appropriate authorities

**Prescription Medication**

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

- First Offense: Principal/Parent conference; 1-10 days suspension; report to appropriate authorities
- Subsequent Offenses: 5-10 days out-of-school; 10-90 days out-of-school suspension

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

- First Offense: 1-10 days academic reassignment; 10-90 days out-of-school suspension; expulsion; report to authorities
- Subsequent Offenses: 10-90 days out-of-school suspension; referral to superintendent for expulsion; report to authorities

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

- First Offense: Principal/Student conference; 1-5 days academic reassignment
- Subsequent Offenses: 1-10 days out-of-school suspension; 10-90 days out-of-school suspension

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

- First Offense: Principal/Student conference; 1-5 days academic reassignment; 1-10 out-of-school suspension; report to legal authorities
- Subsequent Offenses: 1-10 academic reassignment; 1-10 days out-of-school suspension; 10-90 days out-of-school suspension; report to legal authorities; expulsion

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

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

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

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

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

- First Offense: Principal/Student conference; 1-10 days academic reassignment; 1-10 days out-of-school suspension; expulsion
- Subsequent Offenses: 10-90 days out-of-school suspension; expulsion

**Harassment (Refer to Policy 1300 – Harassment)**

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

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

- First Offense: Principal/Student conference
- Subsequent Offenses: Detention; 1-3 days academic reassignment; 1-3 days out-of-school suspension

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

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

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

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

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

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

**Inappropriate Behavior**

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

**Inappropriate Sexual Conduct (Refer to Policy and Regulation 1300 - 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.

#### **Out of Assigned Area**

- 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

#### **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-1 Facilities. (Safe Schools Act)**

## **DRINKS IN SCHOOLS**

In an effort to promote healthy decision making during our learning process, the Green City R-1 Junior High/ High School is prohibiting the consumption of drinks containing over 100 mg of caffeine during any school-related event. Any student bringing unapproved drink items into the school will be asked to throw it away immediately. Unapproved drink items will include energy drinks or any other drink with more than 100mg of caffeine in them. Please check your drink's label to determine if it is approved or not.

## **DRUG-FREE SCHOOLS**

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

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

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

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

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

## **EXPULSION**

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

No students shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other school district until the District has conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct, which resulted in discipline, and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will be 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:

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

## 11. Statutory Sodomy

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

## **FIREARMS AND WEAPONS IN SCHOOL**

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

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

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

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

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

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

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

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

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

## **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.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

## **STUDENT DISCIPLINE HEARINGS**

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

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

## **DISTRIBUTION OF NON-CURRICULAR PUBLICATIONS BY STUDENTS**

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

## **DRESS AND APPEARANCE**

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

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

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

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.

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

Use of the Internet provides great educational benefits to students. Unfortunately, however, some materials accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. The Green City R-1 School District requires that students and parents or guardians are aware of the following rules for acceptable online behavior.

1. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communication apply.
2. Network storage areas may be treated like school lockers. Network Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are not permitted:
  - ✓ Unauthorized use
  - ✓ Sending or displaying offensive messages, pictures, or obscene language
  - ✓ Harassing, insulting or attacking others
  - ✓ Damaging computer hardware or software
  - ✓ Violating copyright laws
  - ✓ Using another's password

- ✓ Trespassing in another's folders, work, or files
  - ✓ Revealing personal information such as phone number and home address
  - ✓ Any personal site, such as Facebook, Snapchat, Instagram, Myspace, bebo, Messenger, etc...
  - ✓ Giving your school password to someone else
4. Violations will result in a loss of access as well as other disciplinary or legal action (see the student handbook for details).

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

## INTERVIEW OR INTERROGATION

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

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

## NONDISCRIMINATION AND STUDENT RIGHTS

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

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

## OPERATION OF MOTOR VEHICLES ON SCHOOL PREMISES

**A speed limit of ten (10) miles per hour is established for all motor vehicles operated near school premises when school is in session.** Drivers of all vehicles are not to pass parked school buses while pupils are being loaded and unloaded. The utmost care is to be exercised by all drivers while operating vehicles on the school premises in order to ensure the safety of all children. **Students are to use the east parking lot.**

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

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



## PERSONAL PROPERTY

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

## REMOVAL OF STUDENTS FROM SCHOOL

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

## REPORTING STUDENT ABUSE

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

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

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

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

## REPORTING OF VIOLENT BEHAVIOR

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

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

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor

12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Regulation 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon

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

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

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

## **SAFE SCHOOLS ACT**

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

## **SCHOOL MESSENGER**

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

## **BAND**

Green City R-1 Coaches and Sponsors will use this app notifying students and parents of upcoming events and other reminders as necessary. Individuals may sign up for this by contacting one of the building secretaries or logging on to the school district website.

## **SECURITY CAMERAS**

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

## **SEARCHES BY SCHOOL PERSONNEL**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school

employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

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

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

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

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

The Green City 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.

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

## **STUDENTS USE AND CARE OF SCHOOL PROPERTY**

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

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

### **Green City R-1 Weight Room Guidelines and User Agreement**

- The weight room is available for public use during non-school hours and/or events. The weight room may not be used when school events involving the gym are being held.
- Typically the weight room is available from 6:00-7:30 a.m. and from 5:30-10:30 p.m. during the week and available 6:00 a.m.-10:30p.m. on the weekends.
- Anyone using the weight room must have a signed user agreement. The agreement and payment allows the user and the user's spouse/children to use the facility. Guests are NOT allowed without prior authorization from the Superintendent's office.
- The weight room is not available when school coaches are using it or the gymnasium for their athletic team.
- A Missouri Casenet Background check must be completed before use of the weight room will be allowed. Individuals with "findings" will have the opportunity to meet with the Superintendent to be given a chance to explain the findings. A decision will then be made as to whether the person will be allowed to use the weight room.
- No use of alcohol or tobacco products (including smokeless tobacco) is permitted within the school building. Alcohol is not allowed on school grounds, including the parking lot.
- Access card and/or keys to the weight room will be given on an as needed basis. A \$20 key fee will be charged. This fee will be refunded when a key is returned to the school. Individuals are solely responsible for the use of the access card and/or key assigned to them. The card/key may NOT be loaned or shared with other individuals. Individuals will not replicate the access card or key for any reason.
- The access card and/or lock may be deactivated or changed without prior notification.
- Any damaged or broken equipment should be reported to the Superintendent's office.
- Any students 18 years or younger, may not use the facility without the supervision of a parent or school employee.
- Current students and/or those individuals who are homeschooled or have dropped out of school are not allowed individual access until their cohort class has graduated.
- This agreement is in effect from August 1 through July 31 of each academic year.
- A \$60 yearly (August 1 to July 31) fee will be collected annually to cover costs associated with the use of the weight room. There will be no proration for signing up at various times throughout the school year.
- Failure to follow these guidelines may result in an individual not being allowed to use the weight room.

## SUSPENSION

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

### Trauma-Informed School

Here is a link related to trauma-informed schools.

<https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

## WORKROOM

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

## YEARBOOK CAMERA

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

## CAFETERIA SERVICES AND REGULATIONS

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

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

### Breakfast

Green City offers a breakfast program. Breakfast may be purchased each day. Menus will be outlined on the monthly menu sent home with the students. Breakfast will be served between 7:45 a.m. and 8:05 a.m.

### Free and Reduced Priced Lunches

Applications for free and reduced priced lunch/milk are provided to all homes in a letter of notice to parents. Additional copies are available in the school office. The information provided on the application is

confidential and will be used only for the purpose of determining eligibility. Applications may be submitted anytime during the school year.

### Cafeteria Prices

|                                                                                                                                                                                                     |                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Full Price Meals:</b><br>Student Breakfast                \$1.75<br>Student Lunch                    \$2.95<br>Adult Breakfast                 \$2.15<br>Adult Lunch                      \$4.15 | <b>Reduced Price Meals:</b><br>Student Breakfast                \$0.30<br>Student Lunch                    \$0.40 |
| <b>Extras:</b><br>Snack or Extra Milk               \$0.30<br>Extra Entrée                      \$1.75                                                                                              |                                                                                                                   |

## ELIGIBILITY POLICIES AND PROCEDURES CO/EXTRACURRICULAR

### ATTENDANCE

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

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

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

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

1. If activity is a MSHSAA event, students must meet all eligibility requirements set forth by MSHSAA.
2. Any student failing a class may be required to attend tutoring after school.
3. Any student receiving an incomplete grade because of failure to promptly complete work will be placed on the ineligibility list. Incomplete grades resulting from illness or other special circumstances during the last week or two a grade period may be exempted.
4. Students displaying unacceptable citizenship behaviors may be suspended from participation in extracurricular activities.
5. Each coach and sponsor shall establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines shall be on file with the principal.

## ATTENDANCE AT AFTER SCHOOL ACTIVITIES

In regards to attendance, **a student must be at school for at least 4 of the 8 periods on the day of the activity to be eligible to attend. The hours absent must be pre-arranged by the parent/guardian.**

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

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

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

## ACTIVITIES AND ATHLETICS

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

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

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

## CITIZENSHIP

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

## STUDENT DRUG TESTING POLICY

### Background and Purpose

Drug abuse is a serious problem. Schools, including the Green City R-I School District, are not immune. Even students involved in extra-curricular and co-curricular activities are increasingly using alcohol and are experimenting with "street drugs" such as marijuana and cocaine.

The administration of the Green City R-I School District has noted and documented both formally and informally, an increase in the use of drugs by students, including those students participating in extra-curricular and co-curricular activities.

The educational program and drug-testing program described in this policy and its accompanying procedure is part of an overall physical conditioning program at the Green City R-I School District. The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems.

The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

### Policy

A student using drugs is a danger to him or herself as well as other students. All students in the Green City R-I School District who choose to participate in extra-curricular and co-curricular activities, as defined herein, are entitled to do so in a drug-free environment.

As a condition of participating in extra-curricular and co-curricular activities, 6th-12th grade students and their parents must consent to random drug testing of students as further defined in this policy.

This program does not affect other policies and practices of the Green City R-I School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the random sampling discussed in this policy.

All students who will participate in extra-curricular and co-curricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be randomly selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular and/or co-curricular activity has not yet begun.

If a student is 18 years of age and living with their parent/guardian, they still must have both student and parent/guardian signature. If the student is 18 years of age and has established a residence on their own, the student's signature is all that is required.

### Definitions

Extra-Curricular Activities – means all Missouri State High School Activities Association (MSHSAA) regulated activities and events for which students do not receive academic credits, including athletics, cheerleading, and flags.

Co-Curricular Activities -

Performances – means the scheduled games, matches, contests, activities, or performances (including District, Sectional and State contests) for the activities listed above.

Consent Form – means the Parent/Guardian Drug Testing Consent Form which is adopted by the district's administration.

SAMSHA – Substance Abuse Mental Safety Health Administration

The Green City R-1 Web page has the full policy [www.greencity.k12.mo.us](http://www.greencity.k12.mo.us)

## **ELIGIBILITY FOR HOLDING OFFICE**

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

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

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**



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

1. In order for students to be eligible to participate in all extracurricular activities, the student must have passed all classes as detailed below.
2. Eligibility shall be determined eight times per school year, on the 22nd day of each quarter and at the end of each quarter.
3. Students failing at mid-term (the 22nd day of each quarter) may remain eligible if they obtain and actively participate in an approved tutoring program for the subject(s), in which they are receiving failing grade(s). Tutoring programs shall be approved by the Administration.
4. Students failing any class at the end of any quarter shall become ineligible until the 23rd day of the following quarter, provided they are passing all classes at that time.
5. IEP students who are mainstreamed will follow Option Two of MSHSAA handbook: "The second option is for the IEP Committee to determine that a modification of the academic requirements or grading policies is necessary to reflect the needs of the handicapped student. In this situation, the modifications may include alterations in the type of assessments to be given the student, the number of such assessments given a student, the amount of time the student will be allowed to take the assessment, etc. The IEP Committee may also determine that grades will be determined on the basis of the student's progress towards achieving specific goals and objectives from the IEP rather than standard assessments given other students. If this type of modification is made, the IEP Committee is responsible to specify the amount of progress which will be necessary to document that standard progress is being made by the student".

## **PHYSICAL EXAMINATIONS**

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

## **SPORTSMANSHIP**

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

### **PLAYERS**

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

Any player receiving their second or succeeding technical foul, in a sport season, for unsportsmanlike conduct shall be taken out of the game and shall be required to appear with the Coach before an Administrator the following school day.

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

MSHSSA has developed a Concussion Return to Play Form that will be distributed to all student athletes. In order to return to sports, 3 rules must be followed:

1. Athletes should not return to practice or play the same day that their head injury occurred
2. Athletes should never return to play or practice if they still have ANY symptoms
3. Athletes: Be sure your coach and/or athletic trainer are aware of your injury and symptoms, and that they have contact information for the treating physician. A signed medical evaluation release form must be presented to the coach and/or athletic trainer before a student athlete may resume play.

## **TRANSPORTATION**

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

1. A request by the parents or guardian must be made personally by signing a release form at the activity.
2. Under special circumstances, pre-arrangement may be obtained for the student to ride home with another adult after obtaining approval from the principal and the head coach. A note and phone call must be approved through the office on the day of the event.
3. Under emergency conditions, the coach in charge of the team/squad will use his/her best judgment in approving any requests.

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

## **GUIDANCE SERVICES**

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

The Guidance and Counseling program may include the following areas:

1. Counseling
2. Developmental guidance
3. Testing
4. Orientations, registration, and scheduling
5. Referrals

## **ADMISSION OF RESIDENT STUDENTS**

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

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

## **ADMISSION AND WITHDRAWAL**

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

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

## ASSESSMENT AND REFERRALS TO OUTSIDE SERVICES

The counseling staff, in consultation with other staff members, is responsible for the initial assessment of student's academic progress as well as personal/social concerns. Where necessary, the District will make available responsive services including individual and small group counseling, crisis counseling, referral to other agencies or professional resources, and vocational and educational placement. The District will cooperate and assist other agencies with the diagnosis and treatment of students referred for responsive services. Student information will not be provided to outside agencies until the student's parents/guardians have signed a release of information form. Except as required by law, the cost of diagnostic and treatment services provided outside the District is the sole responsibility of individual parents/guardians.

## CADET TEACHER

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

Qualifications of a Cadet Teacher:

- Must be a junior or senior
- Maintain a 2.5 cumulative GPA
- Complete appropriate paperwork required from Cadet Teacher Supervisor
- Maintain a good working relationship with supervisors and students
- Behave in an appropriate, professional manner
- Show good citizenship
- Have 95% attendance rate
- May only serve as a Cadet Teacher during **one period**
- May **not** also be a Teacher's Aid

## COURSE WAIVER

The following agricultural education courses may be used in the three-for-one science waiver for high school graduation:

- Agricultural Science 1
- Agricultural Science 2
- Animal Science
- Food Science and Technology
- Greenhouse Operation and Management

## DUAL CREDIT COURSES

Dual credit courses offered through the Green City R-1 Schools and NCMC. NCMC will offer 12-15 courses through their Dual Credit program. All dual credit courses will be on a Weighted scale. You can go to the NCMC website or talk to Green City R-1 guidance counselor.

Students must meet prerequisites as outlined in the Green City Course Guidelines Handbook. These include Administrative approval, attendance, citizenship, and specific course requirements of ACT and GPA.

Students may take additional online dual credit courses not offered through Green City or NCMC with approval of building administration. Prerequisites and specific guidelines as outlined above must be met. Credit will be based on a Non WEIGHTED scale unless classified by the counselor, principal, and superintendent as Weighted.

Students must meet prerequisites as outlined in the Green City Course Guidelines Handbook. These include Administrative approval, attendance, citizenship, and specific course requirements of ACT and GPA.

## EARLY GRADUATION

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

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

## REQUIREMENTS FOR GRADUATION 28.5 Credits + US & MO Constitution

|      |                    |    |                  |
|------|--------------------|----|------------------|
| 4    | Language Arts      | 3  | Social Studies   |
| 3    | Math               | 3  | Science          |
| 1    | Fine Arts          | 1  | Practical Arts   |
| 1    | Physical Education | .5 | Health           |
| 11.5 | Electives          | .5 | Personal Finance |

**\*KATC COMPLETERS will have 2 electives waived.**

### Graduation Requirements – Students with Disabilities

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

## JUNIOR-SENIOR HIGH CURRICULUM INFORMATION

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

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

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

For full Sophomore status, a student must have earned at least 7 credits. For full Junior status, the student must have earned a total of 14 credits. To qualify for full Senior status they must have earned at least 21 credits and be enrolled in enough classes to meet graduation requirements.

|            |            |
|------------|------------|
| Sophomores | 7 credits  |
| Juniors    | 14 credits |

## **PROMOTION AND RETENTION**

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

It is expected that most students in the school will be promoted annually from one grade level to another upon completion of satisfactory work. However, a student may be retained when his/her standards of academic achievement or social, emotional, mental, or physical development will not allow satisfactory progress in the next higher grade. Retention will be based on the recommendation of an educational team consisting of one or more teachers and building level administrator.

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

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

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

## **PSYCHOLOGICAL TESTING OF STUDENTS**

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

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

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

## **Supervised Agricultural Experience(SAE) Days**

Here at Green City High School we understand that principles and practices learned by students during their Supervised Agricultural Experience can be highly beneficial to their future. Some things the FFA advisor and administration will consider when approving SAE days are a student's overall attendance, their

grades, and consecutive days away from the classroom. Upon request, documentation of this activity may also be required. This will continue to be considered an excused absence as we encourage students to develop their hands-on learning experience. The FFA advisor and principal will approve up to 4 requests through a pre-arranged absence form.

## **SCHOOL TO WORK GUIDELINES AND CRITERIA**

Green City R-1 would like to incorporate a School To Work Program into the schedule for any interested seniors. School to work programs help students transition from high school to the workplace. This program can be both paid or non-paid experiences. School to Work will help student achieve the following:

- Help students develop skills, habits, and attitudes conducive to job success and personal growth.
- Assist students in career exploration and forging rewarding relationships with employers.
- Develop a positive work ethic and acquire or refine work related skills and job performance in actual work settings.

### **Guidelines for the School to Work Program:**

- Students must be a senior.
- Students can be denied to the program due to negative attendance or behaviors during their Junior year.
- Students are not allowed to work for a family member.
- Students will maintain a minimum of a B average while in the program.
- Students can be removed from the program due to failing grades, excessive absences, or behavior issues.
- Students are not eligible to be in Vo-Tech and School to Work.
- Students will use the last 2 class periods for the School to Work program.
- Students can participate for a semester or a full school year.
- Students must be in FFA or FBLA to participate in the work program.

### **Student will fill out a short application for the School to Work Program prior to the start of school with required information such as :**

1. Employer Name/Address/Phone Number
  2. If the position is a paid position
  3. Hours to be worked Monday-Friday
  4. Parents Names/Numbers
  5. Emergency Contact Information
  6. Health Insurance Information
- All jobs have to be approved by the first week of school by the High School Principal.
  - School employees from the Agriculture and Business Departments along with the high school Principal will be making random visits to the employer to check in on the student's work.
  - Students will turn in weekly time sheets into their advisors.
  - Students will inform both Employer and School if they are unable to go to work.

## **SCHOOL TO WORK INTERNSHIP**

School to work internship is done through the Vocational Technical program during a student's senior year. One semester of instruction and one semester of on the job training.

## WEIGHTED CLASSES (Class of 2021 and beyond)

### Weighted Classes High School Level

- ☐ Physics
- ☐ Forensic Science
- ☐ Physiology Anatomy
- ☐ Pre-Calculus

### Weighted Dual Credit Courses

- ☐ All NCMC Courses
- ☐ Other Dual Credit Courses as approved

**A = 5.0 95% - 100%**  
**A- = 4.7 90% - 94%**  
**B+ = 4.3 87% - 89%**  
**B = 4.0 83% - 86%**  
**B- = 3.7 80% - 82%**  
**C+ = 3.3 77% - 79%**

**C = 3.0 73% - 76%**  
**C- = 2.7 70% - 72%**  
**D+ = 2.3 67% - 69%**  
**D = 2.0 63% - 66%**  
**D- = 1.7 60% - 62%**  
**F = 0 59% and below**

Note: The weighted grade scale will be applied to dual credit courses offered through Green City R-1 and NCMC. Students may take dual credit courses not offered through the Green City R-1 courses or NCMC. However, these courses will be classified as NON-WEIGHTED courses unless the counselor, principal and superintendent classifies them as weighted.

## VALEDICTORIAN AND SALUTATORIAN

Valedictorian is chosen by highest cumulative G.P.A. Salutarian is chosen by the second highest cumulative G.P.A. All students attaining the status of Summa Cum Laude (4.0+ cumulative G.P.A.) will be given special recognition during the graduation ceremony. Senior students must have attended 4 semesters at Green City R-1 High School to be eligible for these awards.

## SUMMA CUM LAUDE AND MAGNA CUM LAUDE

Beginning with the graduating class of 2025 a Valedictorian and Salutarian will not be recognized. Instead the following recognition will be given at graduation.

Summa Cum Laude Recognition:

- Any student attaining a weighted GPA of 4.0 or higher

Magna Cum Laude Recognition

- Any student attaining a weighted GPA of 3.75-3.99

## VIRTUAL INSTRUCTION

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

## HEALTH AND SAFETY

## COMMUNICABLE DISEASES

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

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

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

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

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

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

## DO NOT RESUSCITATE (DNR) ORDERS

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

## EMERGENCY DRILLS

### Fire Drill

The signal for a fire drill will be the **ringing of the fire bells and the strobe of the lights**. Once an "**All Clear**" announcement over the intercom is made, students will exit the building and are not to leave their designated area or re-enter the building for any reason until a member of the faculty gives permission to do so. A practice drill will be run early in the year to familiarize faculty and students to the alarm. Directions as to which exit to use are posted in each room.

### Tornado Drill

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

### Earthquake Drill



Earthquake drills will be carried out at least twice a year. The signal for an earthquake drill will be an intercom announcement or the earth shaking in the classroom. Students, teachers and school personnel should take cover under desks, tables, or other furniture in a tucked position with arms and hands protecting the head. Evacuation procedures will be posted in each room.

## PHYSICAL EXAMINATIONS

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

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

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

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

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

## SCHOOL NURSE

### The Role of the School Nurse

- 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 the 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 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 - "Health History" form**

The Health History form is included in the enrollment 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 the 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 the 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 School 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, flu, ringworm, unknown rashes, etc.), **contact the School Nurse even if you do not seek immediate medical attention.** If your child is seen by a healthcare provider, 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 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<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<sup>nd</sup> offense**: Detention. Parent/Guardian will be notified by Principal.
  - 3<sup>rd</sup> offense**: In-school suspension. Parent/Guardian will be notified by Principal.
  - 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 healthcare provider's name and administration instructions. The pharmacy 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 the parent/guardian as students are not allowed to transport medications to or 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.

#### **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, 6th, 8th, 10th, and 12th grades) here at school, coordinated each year by the School Nurse.

#### **The Vision Law**

- The Mo Vision Law requires Green City R-1 to obtain proof that every student enrolling in kindergarten or first grade has received one (1) comprehensive vision examination performed by a state-licensed optometrist or physician. Proof must be submitted to the district no later than January first of the year the student is first enrolled in the district. The law allows for the parents to opt-out if that is the parent(s) wishes. Please ask for an opt-out form if you would like one.

#### **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 8<sup>th</sup> grade.** Students are also required by law to have a second MCV4 (Meningococcal) vaccination before entering the 12<sup>th</sup> grade (unless their first vaccination was given AFTER they turned sixteen). This will complete your child's immunization requirements under graduation from high school.

#### **Elementary and JH/HS Students - Extra Clothes**

- Pre-K and Kindergarten students that may need extra clothes need a parent/guardian to provide their own spare clothes to be kept in their classroom for emergency purposes.
- A small, limited supply of clothes (underwear, socks, shirts, pants) is in the Nurse's Office to be borrowed for "accidents" only. Please be sure to dress your child appropriately for the weather, and return borrowed clothes after cleaning them so they will be available for another student to borrow if needed. Please send socks with your child for recess/PE if sandals are worn as Nurse's Office supply is limited and for "accident" purposes.

#### **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)

#### **Students with Special Healthcare Concerns**

- Students with special healthcare concerns (examples: life-threatening allergies, asthma, seizures) must have a written and signed emergency action plan renewed 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 child's 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 the 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/guardian will be contacted about this concern by the School Nurse and/or Principal. Depending on the severity of the special healthcare concern, other consequences may result.

I encourage you to keep this information and refer to it as needed. Your phone calls and visits are always welcome. You may also contact me at my email address: [bbeyer@greencity.k12.mo.us](mailto:bbeyer@greencity.k12.mo.us) anytime. I look forward to another successful school year as we work together to promote our student's - your child's - best educational outcome.

Beth Beyer, RN  
School Nurse, Green City R-1 Schools

## MISCELLANEOUS MATTERS

### A+ CITIZENSHIP AND ATTENDANCE REQUIREMENTS

#### Citizenship

Student's eligibility for the A+ School Financial Incentives is based on their ability to meet the following six criteria:

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 2 years prior to graduation.
  - 2020 High School Seniors and Forward who attended an A+ designated high school for any 2 years of the 4 years prior to high school graduation have met this requirement.
  - In addition, regardless of graduation year, if one of the parents is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of their retirement, the student is exempt from this requirement. However, they must attend an A+ designated high school in the school year immediately preceding graduation and meet all of the other high school eligibility requirements.
- Graduate from an A+ designated high school with an overall unweighted grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation.
  - High school policy may allow this criterion to be met up to 6 months beyond high school graduation in exceptional circumstances.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
- Have achieved a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.
- If a student meets all of the eligibility requirements for their high school graduating class except the end of course exam requirement, they may establish eligibility by achieving a combined ACT math subscore and high school GPA in accordance with the following scale.

| ACT Math Score | High School GPA |
|----------------|-----------------|
| 17 or greater  | 2.5 or greater  |
| 16             | 2.8 or greater  |
| 15             | 3.0 or greater  |

- A student may achieve the qualifying score as a high school or postsecondary student. If the student achieves the score as a postsecondary student, they may be eligible for an award in the same term that they take the test provided that they established eligibility before the institution's reimbursement request is submitted.

Citizenship requirements: "a student must maintain a record of good citizenship and avoidance of the unlawful use of drugs." **The student is responsible for maintaining all of the requirements under the A+ program on a year-round basis, from the first day of school of their freshman year until their date of graduation from high school.** In an effort to set forth the parameters of good citizenship, Green City R-1 A+ participants shall understand that the following guidelines will be followed in establishing good standing.

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

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

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

1. More than one academic reassignment.
2. Any referral for out-of-school suspension.

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

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

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

### Attendance

A+ students are to maintain a high attendance rate. They are required to graduate with a cumulative high school attendance rate of at least 95%. If a student does not meet the attendance requirement due to extenuating circumstances, the student may follow the Attendance Appeals Process as outlined in the A+ Handbook ***Waiver (Appeals) Process*** as outlined below.

#### **Waiver (Appeals) Process**

Students and parents or guardians may appeal the A+ Attendance OR Citizenship requirement using the following process:

1. Students and parents/guardians must notify the A+ Coordinator (using the appeals form included in this handbook) of their request for an attendance OR citizenship waiver no later than the beginning of the fourth quarter of their senior year.
2. The Coordinator shall then convene the A+ Appeal Committee for consideration of the appeal.
3. The committee shall hear the appeal and return its decision to the student and parents/guardians.
4. The student and parent/guardian may follow a course of appeal to the superintendent in writing within 10 school days of receiving the decision of the Appeals Committee.
5. The superintendent will notify the student/parents/guardian of his/her decision within 5 school days.
6. Upon receiving the notification of the superintendent's decision, the student may request in writing within 10 school days of receiving the decision of the superintendent, a final appeal to the school board to be conducted at the next regularly scheduled board meeting.

**Note for A+ Attendance Appeals:** In addition to completing the A+ attendance waiver, the student, parent, or guardian submitting such a request will also need to provide the A+ Coordinator with official documentation of the following:

- Doctor's/Dentist's visits – doctor's excuse
- Hospitalization letter from the doctor
- Court dates- letter from the Court
- Funeral - letter from the principal
- Personal calamity: flood, fire, etc.- letter from principal
- Leadership, personal development opportunities with prior permission from the secondary principal.

A student will not receive a waiver if any absence is due to any of the following:

- Truancy
- Skiping classes
- Personal/family vacation
- Transportation problems (unless late school bus)
- Suspended from class or school for any reason

## **ASBESTOS PUBLIC NOTICE**

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

## **BUS ROUTES**

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

| <b>Bus #</b> | <b>Driver</b>   | <b>Location of Route</b>           |
|--------------|-----------------|------------------------------------|
| 2            | Jim Thomas      | NW of Green City                   |
| 3            | Randy Martin    | Pennville                          |
| 4            | Christy LaFaver | Winigan                            |
| 5            | Donald Murphy   | SW of Green City                   |
| 6            | James Snyder    | South of Green Castle/Green Castle |



Buses will unload each morning west of the school around 7:45 a.m.

Buses will load west of the school starting at 3:25 p.m. each regular day and at 1:00 p.m. on early dismissal days.

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

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

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

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

## **CLASSROOM RESPONSIBILITY**

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

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

## **DISTRICT NEWSLETTER**

News articles are posted regularly by teachers and administrators on the district website. Please go to [www.greencity.k12.mo.us](http://www.greencity.k12.mo.us).

## **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 Schools to include this type of information from your child's education records in certain school publications. Examples include:

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

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

advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Green City R-1 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 1**. 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.]**

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

## **EARLY DISMISSALS**

If schools are to be canceled due to inclement weather conditions, the superintendent will contact the area radio and television stations. Those cancellation reports will be broadcast several times between 6:00 a.m. and 7:00 a.m. Those stations are: **KIRX, KRXL, KTUF, KLTE, KLTJ, KZBK, KMZU, KMEM, KTTN, KRES**, and TV station **KTVO**. Additionally, phone messages, text, Facebook, and Twitter messages will be sent out to individuals participating in this option.

## **EARTHQUAKE SAFETY FOR MISSOURI SCHOOLS**

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

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

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

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

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen

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<sup>1</sup>

of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

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

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

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

- Choose a safe place in every room - under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

#### **Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

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

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

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

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

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

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

- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

*The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0.1082.0\\_241\\_.00.html](http://www.redcross.org/services/prepare/0.1082.0_241_.00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). **This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455***

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

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

- 1) The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

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

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

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

- 3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

## **STUDENTS OF LEGAL AGE**

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

## **PARTY/DANCE RULES**

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

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

## **PHONE CALLS**

Students will not be called from class to answer the telephone except for important calls. Students should not expect to be allowed to leave the classroom to make calls except in emergencies. Students may not use the office telephone without permission from the secretary or the principal. High school students are **NOT** to use the telephone in the elementary office.

## **PROM/AFTER PROM ACTIVITIES POLICY**

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

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

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

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

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

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

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

### **AFTER PROM ACTIVITIES**

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

## **PUBLIC NOTICE**

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

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

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

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

## **MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

Green City R-1 has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Green City R-1 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Green City R-1 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Green City R-1 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

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

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

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

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

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

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

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

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

If there are questions, please feel free to contact Jamie Tipton or Jamie Halley, 504 coordinators for the school district, at (660) 874-4127.

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

The Green City R-1 School District is required to inform you, according to The No Child Left Behind Act of 2001 (Public Law 107-110) have the right to know.

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

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



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

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

## 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<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

| <b>Missouri Department of Elementary and Secondary Education<br/>Complaint Procedures for ESSA Programs<br/>Table of Contents</b>                                                                                                |                                                                                                                                                                                                                                                                                                                                             |
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| <b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>                                  |                                                                                                                                                                                                                                                                                                                                             |
| <b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol> | <b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to private school children handled differently?</li> </ol> |
| <b>Appeals</b> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>          |                                                                                                                                                                                                                                                                                                                                             |

### **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 local 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:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. 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, 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, complaints related to the 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.

## **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 to each member of the Board. If the complainant is not satisfied with such a 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:

Tennille Banner  
301 North East Street  
Green City, MO 63545  
(660) 874-4126 Fax (660) 874-4515  
[tbanner@greencity.k12.mo.us](mailto:tbanner@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.**

#### **SCHOOL FEES**

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

## **Senior Trip**

The Senior Trip is an optional, school-sponsored activity designed to celebrate the culmination of high school. Participation is a privilege, not a right, and is subject to the following policies and eligibility requirements. Senior classes may plan either a one-day or overnight trip(1 night), pending appropriate approvals.

### **Day Trip Option**

- Must be completed within a single day (no overnight lodging).
- Requires administrative approval.
- Must comply with standard field trip procedures, including transportation, supervision, and behavior expectations.

### **Overnight Senior Trip**

Senior classes must present a formal proposal to the administration by the last day of school, the students' junior year. If the request is not approved, the class will default to the day trip option.

### **Overnight Trip Proposal Requirements**

Proposals must include:

- Trip Location and Lodging: Destination name, lodging details, safety measures, and supervision plan.
- Agenda: Day-by-day itinerary including activities, meals, curfews, and free time.
- Transportation Plan: Travel method, provider details, insurance, and logistics.
- Financial Plan: Full cost breakdown covering all eligible students and chaperones.
- Chaperones: A ratio of 1 adult to 5 students is preferred with no less than 4 adults attending the trip. There must be a mixture of female and male chaperones. Chaperones will be school employees.
- Emergency Preparedness: Contact list, medical protocols, contingency plans, and a family communication strategy.

### **Student Eligibility Requirements (All Trips)**

1. To participate in any senior trip, students must:
2. Be on track to graduate.
3. Pass all classes with no failing grades at the time of the trip.
4. Maintain a 95% attendance rate for junior and senior year. Extreme circumstances below 95% attendance will be taken into consideration.
5. Be free of unpaid dues, fines, or class-related bills.

6. Have no more than one incident resulting in ISS and no OSS during junior or senior years.
7. Have no Safe Schools Act violations during their 9-12 grade year.
8. Submit a signed behavior contract and completed medical forms, including a copy of the student's insurance card, with a parent or guardian's signature.
9. Other unique circumstances will be taken into account and could prevent a student from going on the trip.

### **Eligibility Monitoring**

Eligibility will be reviewed:

- After initial approval
- Three weeks prior to the trip
- The day before the trip

Families will be notified of their child's eligibility status at least two weeks before the trip is to take place. Students who do not meet eligibility requirements will be removed from the trip roster and families will be notified. They will then be required to attend school. Final student eligibility decisions rest with the administration.

## **SOLICITATION**

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

## **STUDENT EDUCATIONAL RECORDS**

Regulation 2400  
(Form 2400)

### **Definitions**

Directory information means information contained in the educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. In the Green City R-1 School District, directory information includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

1. Educational record means those records that are directly related to a student and are maintained by the District.
2. Disclosure means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.

3. Eligible student means a student who has reached 18 years of age or attends an institution of post-secondary education.
4. Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
5. Personally identifiable information includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
6. Student means any individual who is or has been in attendance in the District and about whom the District maintains educational records.

#### General Guidelines

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.
2. When a student reaches the age of 18, or attends a post-secondary institution of education the parent/guardian rights under this policy will transfer from the parent/guardian to the student.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
  - a. To inspect and review the student's educational records.
  - b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
  - d. To obtain a copy of this policy and guidelines.

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

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

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

1. The District's regulation permits parents/guardians and eligible students to inspect and review the educational records of the student.
2. After a request for access to records, the District will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to the Superintendent's secretary.
3. After the parent/guardian or eligible student has had an opportunity to inspect and review the student's educational records, the parent/guardian may make a request for explanations and interpretations of the records to the Superintendent. The District's designee shall respond to all reasonable requests for explanation or interpretation.
4. The District will not destroy any educational record if there is an outstanding request to inspect and review that record.
5. If a student's educational records contain information on more than one student, the

parent/guardian or adult student may inspect, review or be informed of only the specific information about that student. That is, all information pertaining to another student will be redacted.

6. The District may employ the use of security videos in its hallways, classrooms and/or buses. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA. If security videos are maintained by the District, such videos are protected educational records under FERPA and may be viewed by parents or patrons with a court order or written permission from the parent(s) of each student to whom the video is directly related.
7. The District may disclose personally identifiable information from an educational record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student. Each party to whom disclosure may be made under this policy must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This does not apply to disclosures of directory information or to any information that the District is required to disclose under Missouri law.

#### Copies of Educational Records

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

Option 2: Though the District does not generally have an obligation to provide copies under FERPA, it will nonetheless provide up to 50 pages per student, per school year, without charge. All requests for copies over 50 pages per student, per school year will be charged \$0.10 cents per page, which must be paid for in advance.

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

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

1. If a parent/guardian or eligible student believes the educational records for that student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District to amend the record. All such requests should be directed to the Superintendent of Schools.
2. The District's designee, in consultation with the administration or Board of Education as needed, shall decide whether to amend the record as requested within a reasonable time after the request.
3. If the District's designee decides not to amend the record, he/she shall inform the parent/guardian or eligible student of that decision and of their right to request a hearing on the request.
4. If a hearing is requested, the District will hold the hearing within a reasonable time after it has received the request and will give the parent/guardian or eligible student reasonable advance notice of the date, time and place of the hearing. The hearing may be conducted by any individual, including an employee of the District, who does not have a direct interest in the outcome of the hearing. The District will give the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issue(s)

raised by the parent/guardian or eligible student's request. The parent/guardian or eligible student may, at their own expense, be assisted or represented at the hearing by any individual of their choice, including an attorney.

5. The District will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.
  - a. If the District decides, as a result of the hearing, that the information is inaccurate, misleading or violates the student's rights, the District shall amend the record and inform the parent/guardian or eligible student of the amendment in writing.
  - b. If the District decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the District shall inform the parent/guardian or eligible student of that decision and shall inform the parent/guardian or student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the District's decision, or both. If the parent/guardian or eligible student submits such a statement, the District will maintain that statement with the student's educational records as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

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

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

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

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

1. Disclosure may be made to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests. In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

The District designates the Superintendent to make the determination as to whether a particular school official has a legitimate educational interest in accessing a student's educational records. Before accessing any student's educational records, the school official seeking access must submit a written request to the Superintendent. The request must include the student's name, the reason for the request, the school official's name and the date of the request. The District's designee must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the designee's decision must be maintained with the student's educational records.

2. Disclosure may be made to officials of another school district or post secondary educational institution where the student seeks or intends to enroll.
3. Disclosure may be made to authorized federal and state agencies and authorities.
4. Disclosure of acts of school violence, as set forth in Policy and Regulation 2673, may be made to District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties.



5. Disclosure related to past or potentially future violent behavior may be made to appropriate staff members of portions of any student's individualized education program team.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable, of the commission of the criminal acts listed in Regulation 2673.
7. In appropriate circumstances, District administrators may disclose student educational records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such educational records are disclosed are required to comply with federal law governing students' educational records.
8. Disclosure may be made to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
9. Disclosure of discipline records may be made within five (5) days to any requesting school district where the student seeks to enroll.
10. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.
11. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
12. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
13. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of the compliance.
14. Disclosure may be made to appropriate parties where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
15. Disclosure may be made where the disclosure is of information the District has designated to be directory information.
16. Disclosure may be made to the parent/guardian of a noneligible student or to an eligible student.
17. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.

#### Record Keeping Procedures

1. The District will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student. The Superintendent's Secretary will be responsible for keeping such records of requests and disclosures.
2. The District will maintain the record of each request and disclosure with the educational records of the student as long as the records are maintained by the District.
3. For each request or disclosure, the District's record will include the parties who have requested or received personally identifiable information from educational records and the legitimate interests the parties had in requesting or obtaining the information.
4. If the District discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the District will record the names of those persons to whom that party may disclose the information on behalf of the District and the legitimate interests which each of the additional parties has in requesting or obtaining the information.
5. If the District discloses information pursuant to a health or safety emergency, the District, within a reasonable time period, will record in the student's educational records the significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.

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

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

An activity is to be considered curricular if the subject matter is or will be taught in a regularly offered class; if the subject matter concerns the body of courses as a whole; if participation in the group is a requirement for a course; or if academic credit is available for participation. Extracurricular activities include activities organized and supervised under the auspices of the school. Extracurricular activities primarily involve students in activities occurring outside academic class time, for which no units of credit are awarded. Any activity, which does not meet the definition of a curricular or extracurricular activity, will be considered non-curricular.

## **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 buses. Our goal is not to catch students doing something wrong, but to prevent an incident from occurring. Parents and community members will not be allowed to watch footage of the cameras due to confidentiality.

## **SCHOOL VISITORS**

The Board of Education encourages parents and other citizens to visit the Green City R-1 School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. The administration shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the administration shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. Appropriate administrative rules shall be developed to provide guidance for school personnel so that worthwhile experiences may be provided for those persons who enter onto school premises as visitors. School personnel shall seek to assure that parents and other visitors are courteously received and

that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

#### Rules For Visitors To Schools Policy

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

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

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

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

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

##### D. Student Visitors

1. **Student visitors are NOT allowed.**

##### E. Special Situations

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

##### F. Salesmen/Marketing

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

## **VOLUNTEER POLICY**

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

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

It is also the intent of the School District to take appropriate measures to help ensure the 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 a course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace, the teacher.

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

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

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

#### **BAND**

##### Jazz Band

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

##### Marching Band

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

##### Pep Band

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

#### **DRAMA CLUB**

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

### **FBLA**

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

### **STUDENT COUNCIL**

Student council members represent the Green City R-1 student body. Officers are elected by the student body, while each class is represented by two members who are not class officers. The Student Council motto is: "Character, Honesty and Integrity."

### **SCIENCE OLYMPIAD (not available this year)**

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

### **ATHLETICS**

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

### **ACADEMIC TEAM**

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

### **FFA**

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

### **RENAISSANCE**

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

## **ATHLETIC HANDBOOK**

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence.  
(MSHSAA Handbook 07-08)

### **ACADEMIC REQUIREMENTS**

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

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

- Eligibility shall be determined eight times per school year, at midterm of each quarter and at the end of each quarter.
- Students failing at mid-term (the 22nd day of each quarter) may remain eligible if they obtain and actively participate in an approved tutoring program for the subject(s), in which they are receiving a failing grade(s). Tutoring programs shall be approved by the Administration.
- Students failing any class at the end of any quarter shall become ineligible until the 23rd day of the following quarter, provided they are passing all classes at that time. The ineligibility starts 2 days after grade cards have been distributed at parent-teacher conferences or mailed out if conferences are not held that quarter.
- Students with three or more failing grades at any grading period may not attend after-school activities except prearranged tutoring. This includes attending games, dances, practices, etc. Students become eligible to attend activities if they are passing five or more classes at the next grading period.
- IEP students who are mainstreamed will follow Option Two of MSHSAA handbook: "The second option is for the IEP Committee to determine that a modification of the academic requirements or grading policies is necessary to reflect the needs of the Handicapped student. In this situation, the modifications may include alterations in the type of assessments to be given the student, the number of such assessments given a student, the amount of time the student will be allowed to take the assessment, etc. The IEP Committee may also determine that grades will be determined on the basis of the student's progress towards achieving specific goals and objectives from the IEP rather than standard assessments given other students. If this type of modification is made, the IEP Committee is responsible to specify the amount of progress which will be necessary to document that standard progress is being made by the student."  
(Green City R-1 Handbook)
- Effective July 1, 2009, as a result of the 2007 Annual Ballot, the minimum academic standard will be increased to 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater. Eligibility for the fall semester of 2016-17 will be based upon a student meeting these standards during the spring semester of the 2015-16 school year.
- Eight-period day (.5 each)                      Must pass 7 of 8 classes (3.0)  
(MSHSAA)

### **ATTENDANCE REQUIREMENTS**

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

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

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

### **ATTENDANCE AT AFTER SCHOOL ACTIVITIES**

In regards to attendance, a student must be at school for at least **4 of the 8 periods on the day of the activity** to be eligible to attend. The hours absent must be pre-arranged by the parent/guardian.

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

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

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

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

### **CELL PHONES/CAMERAS**

Cell phones and cameras are not permitted in locker rooms at sporting events. A student will be allowed to use their phone during the trip if the coach/sponsor grants permission.

### **CITIZENSHIP**

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

### **TRI-COUNTY CONFERENCE**

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

### **CONDITIONING REQUIREMENTS**

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

### **DISCIPLINE**

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

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

If a student is found to have used or be in possession of tobacco, tobacco products, or nicotine products (including e-cigarettes, vaping devices, or vaping products), the following disciplinary actions will take place.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PHYSICAL EXAMS AND INSURANCE**

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

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

**SPORTSMANSHIP**

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

**PLAYERS**

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



Any player receiving their second or succeeding technical foul, in a sport season, for unsportsmanlike conduct shall be taken out of the game and shall be required to appear with the Coach before an Administrator the following school day.

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

### **STUDENT RESPONSIBILITY**

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

### **TRANSPORTATION**

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

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

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

## **How to Maintain and Protect Your High School Eligibility 2025-2026**

### **Introduction**

The Missouri State High School Activities Association (MSHSAA) is comprised of approximately 750 member schools, both public and private, across the state of Missouri. MSHSAA's eligibility requirements have been voted on by the member schools and were adopted by your school when it became a MSHSAA member. Your school will also have local school requirements that you must comply with in order to be eligible.

Information contained on this page will acquaint you with the essential rules and regulations students and schools must follow in order to maintain and protect high school eligibility. No one requirement is more important than another. Any questions you have concerning these essential requirements or eligibility should be discussed with the school principal or athletic director. The MSHSAA Handbook is also available on the MSHSAA website.

### **ELIGIBILITY REQUIREMENTS**

For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER. Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion or is a core subject course, and credit is placed on the school transcript. No more than one unit of credit in summer school shall be counted toward fall eligibility. Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion, Do not

drop courses without first consulting with your school principal, athletic director or counselor to determine whether doing so will affect your eligibility. B Grades 7-8

You must be enrolled in a normal course load for your grade at the member school. You will be ineligible if you failed more than one class the previous grading period. You must have been promoted to a higher grade prior to the first day of classes for the new school year. . Students promoted for the first time into 7th grade are considered academically eligible for the first grading period after promotion.

### **1. Bona Fide Student**

In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be regularly attending classes and you must meet the academic requirements in MSHSAA By-Law 2.3 and those of your school.

### **2. Citizenship**

You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.

***NOTE: Conduct involving law enforcement must be reported to your principal or athletic director immediately as your conduct may affect eligibility or contest outcomes. Failure to immediately report issues to your school will result in an automatic 365 days of ineligibility.***

### **3. Sportsmanship**

If you commit an unsportsmanlike act while participating in an event, you could become ineligible. . If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school contests.

The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending school contests.

### **4. Academics**

Grades 9-12

You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is GREATER, at your school.

For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER.

Credits earned or completed after the close of the semester will not fulfill this requirements. Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion or is a core subject course, and credit is placed on the school transcript. No more than one unit of credit is placed on the school transcript. No more than one unit of credit in summer school shall be counted toward fall eligibility.

Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion.

Do not drop courses without first consulting with your school principal, athletic director or counselor to determine whether doing so will affect your eligibility.

Grades 7-8

You must be enrolled in a normal course load for your grade at the member school.

You will be ineligible if you failed more than one class the previous grading period.

You must have been promoted to a higher grade prior to the first day of classes for the new school year.

Students promoted for the first time into 7th grade are considered academically eligible for the first grading period after promotion.

### **5. Semesters of Participation**

Grades 9-12

You are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation. Your eligibility to participate in high school activities begins when you first enter the 9th grade and lasts for the next eight *consecutive semesters (four consecutive years)*.

#### Grades 7-8

You are eligible for only your first two semesters of attendance in the 7th grade and for only your first two semesters in the 8th grade.

You are not eligible to compete with or against students enrolled in the 10th grade or above when you are enrolled in either the 7th or 8th grade.

### **6. Age Limits**

#### Grades 9-12

If you reach 19 years of age prior to July 1, you will be ineligible the next school year. Over-aged 8th graders should be moved up to the senior high team to have eight semesters of eligibility. Over-aged 6th graders should be moved up to the 7th grade team to participate, because they will be ineligible as seniors.

#### Grades 7-8

In order to participate on or against teams made up of only 7th-graders, you must not have reached 14 years of age prior to July 1 preceding the opening of school. In order to participate on or against teams made up of only 8th-graders, you must not have reached 15 years of age prior to July 1 preceding the opening of school. In order to participate on or against teams made up of only 9th-graders (freshmen teams), you must not have reached 16 years of age prior to July 1 preceding the opening of school. Students may participate with the next higher grade team if they no longer meet the age limit for their grade.

***NOTE: Check with your school principal or athletic Bu director for options available to you if you are ineligible for your grade level because of age.***

### **7. Entering School**

You must enter school within the first 11 days of the semester in order to be eligible that semester.

### **8. Recruiting of Athletes**

You will be ineligible for your career at a school if you are influenced by a person to attend that school for athletic or activities purposes. You may, however, return to your original school and be ineligible for no more than 365 days.

### **9. Playing Under A False Name**

If you compete under an assumed or false name, you immediately become ineligible for up to 365 days.

### **10. Amateur and Awards Standards**

An athlete must maintain "amateur standing" 365 days a year in the sport concerned in order to participate in interscholastic athletics - the following restrictions govern the receipt of awards in both interscholastic play AND non-school competition/participation. After entering a member school, you will become ineligible in the sport concerned if you receive any of the following PROHIBITED awards for participating in an athletic contest or being an athlete:

An award of cash, a gift-certificate/gift-card or an award that is the equivalent of cash is PROHIBITED for amateurs

Merchandise which exceeds a manufacturer's suggested retail price (MSRP) of \$250 is PROHIBITED for amateurs. However, there is no value limit in regard to awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc.

Awards should be approved in advance by your school.

Commemorative jewelry may be presented by the school (i.e. championship ring or necklace) (no value limit).

### **11. Non School Competition**

You must receive approval in advance from your school principal or athletic director in order to miss school time to practice for, travel to or compete in organized non-school athletic competition. You will become ineligible in any sport in which you play as a member of a junior college, university or college team. . Before you join a non-school team or enter any non school competitive athletic event, your school principal or athletic director should be consulted to make certain your participation will not jeopardize your interscholastic eligibility.

## **12. Contact with Coaches**

### **No-Contact Periods**

All Sports: The seven days prior to the first allowable practice date for each season is a no-contact period in which no "contact" takes place between school coaches and students enrolled in the member school, or who will be enrolled in the member school during the upcoming school year.

### **Sport-Specific Instruction**

Before attending any specialized athletic sport instruction, you should consult with your school principal or athletic director to make sure it meets the criteria published in the MSHSAA Official Handbook.

You or your parents must pay all camp/clinic fees, tuition and other related expenses. A scholarship or waiver of fees shall result in the loss of your eligibility. The school may provide transportation at no cost during the summertime or during the school sports season.

## **13. College Auditions and Tryouts**

You may participate in an event conducted by a college or university during the school year under certain conditions. Consult your athletic director. You may participate in a college tryout, audition or evaluation event conducted by a private organizer for a specific sport outside the school season of the sport concerned. You may not miss school time to travel to or participate in the event unless your absence is approved in advance by the school administrator.

## **14. Residence Requirements**

A student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public multiple-school district, a student may be eligible at the school designated for the student to attend, based on parents' residence, by the board of education.

## **15. Transferring Schools**

If you transfer schools, you will be ineligible for 365 days, unless your circumstances meet one of the ten exceptions listed in the MSHSAA Residence and Transfer Rules (By-Law 3.10). Make an appointment with the school's athletic director to review these exceptions. You shall become ineligible for 365 days if you transfer to another school for athletic reasons.

## **16. Graduated Students**

You will be ineligible to participate after graduation from a senior high school or its equivalent. Students who are granted an early release after their junior year are ineligible for further participation. *(NOTE: You are eligible to participate in state-series events which extend beyond the date of your school's graduation at the end of the spring semester of your senior year.)*

# **Green City R-1 High School Handbook 2025-2026**

**Please sign and return this sheet along with your student enrollment form on the first day of school.**

1. I have access to the Green City R-1 High School Handbook ([www.greencity.k12.mo.us](http://www.greencity.k12.mo.us)) and have read and understand the school discipline policy, Safe Schools information, Complaint Resolution Procedure, and the Family Educational Rights and Privacy Act. I can contact the high school office to request a hard copy.
2. I understand that during the course of the school year, my child may be videotaped, audio taped, or photographed during/or as a part of various education activities.
3. To provide a safe environment for all students, I understand that ALL visitors must stop in the Superintendent's office and sign in as soon as they enter the building (no exceptions) between the hours of 8:10 a.m. and 3:30 p.m.
4. I have read and understand the Internet Acceptable Use Policy in the handbook.
5. I understand that if any student information should change (i.e. address, phone, etc.) I will contact the high school office to have my child's information updated.
6. I have read the updates to the attendance policy, homework policy and dress code and fully understand what is being asked.
7. I understand that the following forms need to come back to the school:
  - Enrollment Form
  - Student Health History, Emergency Release and Medication Permission Form
  - Free and Reduced Price School Meals Form
  - Acknowledgement Concerning Use of Student Parking Lots and Lockers
  - Receipt of Student Handbook (this form)

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

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**Parent Signature**

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**Date**

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**Student Signature**

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**Date**