

# **Greenfield R-IV School District**

## **Greenfield Elementary Student/Parent Handbook 2018-2019**



**Greenfield Elementary School  
409 Montgomery Street  
Greenfield, Missouri 65661  
(417) 637-5921  
[www.greenfieldr4.org](http://www.greenfieldr4.org)**

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Dear Greenfield Parents, Students and Community,

It is my pleasure to welcome everyone back for another great year as a Greenfield wildcat! I am honored to serve as the new principal at Greenfield Elementary. As your principal, it is important to me that everyone who steps through our doors; teachers, students and parents strive to build positive relationships that support academic and social growth.

We are all excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. Our mission statement indicates our commitment to high levels of learning for all students empowering them to meet and exceed the challenges of life. I embrace the statement and will work diligently to support a safe environment that promotes student character.

I am thankful to have the opportunity to bring all that I have experienced and learned with me to the Greenfield community. To ensure a smooth transition into this new school year I will be working throughout the summer both at home and in my office.

Please stop by and say hello.

Mr. Don Cox  
Greenfield R-IV  
Elementary Principal  
dcox@greenfieldr4.org

## **MISSION STATEMENT**

**It is the mission of the Greenfield R-IV School District, in partnership with the community and students it serves, to educate each student to his or her achievable potential, empowering them to meet and exceed the challenges of life. It is the responsibility of every student, parent, and educator in the district to commit themselves to ensuring that students access the opportunities available. To support this belief, character education is an integral part of the curriculum district wide. Each student should be prepared to enter society as an independent, educated, productive citizen with the ability to think critically, act lawfully, behave responsibly, and adapt continually to change.**

**GREENFIELD ELEMENTARY**  
**409 Montgomery Street**  
**Greenfield, Missouri 65661**  
**(417) 637 - 5921**  
**[www.greenfieldr4.org](http://www.greenfieldr4.org)**

Dr. Chris Kell, Superintendent  
Don Cox, Elementary Principal

**Preschool (Wildcat Academy)** – Sandee Lyle, Paula Rook

**Kindergarten** –Jill Foster

**1<sup>st</sup> Grade** – Amy Buckner

**2<sup>nd</sup> Grade** – Katie Meyers, Morgan Engleman

**3<sup>rd</sup> Grade** – Trena Greene, Kristi Blankenship

**4<sup>th</sup> Grade** – Christine Harry, Audrey Owings

**5<sup>th</sup> Grade** – Jennifer Roberts, Stephanie Bos

**6<sup>th</sup> Grade** – Sterling Moore, William Turner

**Art** – Jennifer Jones

**Computers** – Loganne Hickman

**Instrumental Music** – Lynn Beeson, Annelise Dale

**Librarian** – David Land

**Physical Education** – Olivia Dobbs

**Speech** – Rob Shelton

**Special Education Director** – Angie Maxwell

**Special Education** – Nancy Volkman, Lesley Farley

**Title I** – Camille Whitaker, Kara Eggerman

**Counselors** – Becky Landers, Brielle Breedlove

**Elementary Secretary** – Rachel Lewandowski

**Nurse** – Natasha Myers

**Para-Professionals** – Deirdre Riddle, Randene Baygents, Lindsey Carlin, Kim McKenzie,  
Nancy Reid, Christie Long and Stacey Bergthold

**Maintenance** – Danny Thorn

**Cooks** –Vera Tennill

**Custodians** – Rosie Johnson, Raymond Bartlett, Tom Sharp

**Bus Drivers** – Zach Funk, Darrell Preston, Vicki Gillen, Kevin McKenzie, Brenda Stewart

## ACTIVITIES

Elementary students participate in many activities during the week. Each class participates in Vocal Music, PE, Art, Computer Applications, and Library. Band is offered to 5<sup>th</sup> and 6<sup>th</sup> grade students. Honor Choir is offered to those students who show positive conduct and have grades of “C” or better. Teachers may also choose to take students to the computer lab to allow the students to type reports, access the Internet, and use specialized programs to enhance other academic areas.

Greenfield Elementary has a part-time speech therapist and a special education program to help our students reach their greatest educational potential. The counselor is available to all students for individual or group discussions and programs of interest are presented in the classrooms on a regular basis. The Parents as Teachers Program is available to parents with children under school age.

Academic achievement is vitally important in our school. Report cards are sent home four times during the school year and Progress Reports are sent home at mid-quarter. Students are recognized for excellence in academics at the end of each quarter. Parent/Teacher Conferences are scheduled during the first quarter for each child, and can be scheduled for any other time by appointment. These are some of the many steps we take to work with you to build your child’s educational program.

During the year, we hope to see you attending many of our school activities. Some of the activities planned include: Book Fairs, Grandparents’ Day, the Health Fair, Instrumental Band Concerts, Vocal Music Performances, Third Grade Biography Night, Food for America and various classroom celebrations.

We take pride in our professional staff, students, parents, and community. Thank you for your support. You are a vital link to the successful education of your child. This will be a positive year, filled with many learning opportunities for your child.

## ADMISSION & ENROLLMENT

Parents or legal guardians may enroll their school age child in the Greenfield Elementary School as long as they reside in the district and meet all other legal requirements. Student’s legal names are required for all official documents.

Requirements for admission are:

1. Child’s birth certificate (to enroll in Kindergarten the child must be five before August 1).
2. Current and complete immunization record as required by the State of Missouri. Admittance to school will be denied until all immunizations are current.
3. Kindergarten students are required by law to have a comprehensive vision exam at a licensed optometrist or ophthalmologist. Parents may fill out a form to opt out of this requirement.

## ARRIVAL & DISMISSAL

For arrival and dismissal, cars must enter through the drive near the elementary gymnasium, pull up directly in front of the east doors, and exit to the west on Garrett Street. For student safety car riders will be unloaded and loaded in an orderly manner, cars will stay in a single line, and speeds will be kept at a minimum. The elementary doors will be unlocked at 7:45 a.m. Beginning at 7:45, the school will provide student supervision. Buses will begin unloading at 7:45 a.m. on the west side of the school. Students who eat breakfast may do so between 7:45 - 8:15 a.m. Students will be released to their classrooms at 8:05 a.m from the gym. School starts at 8:20 a.m. Walkers, bike riders, and students riding a bus should enter the front doors on the west side of the building. Students being dropped off by parents should enter through the east doors. Students must go immediately to the cafeteria for breakfast or to the gym until released to their classrooms.

Pre-school age children will be dropped off and picked up at the south entrance of the Pre-school hallway. School is dismissed at 3:15 p.m. Walkers and bike riders will be released once the traffic has cleared.

**Bus Changes** - As a school system, we have the responsibility of making sure that your child arrives at their correct destination each day after school. The parent/guardian must send a note if their child needs to go somewhere after school other than their regular destination. Without proper notification, the child will be instructed to do his/her normal routine. Please make as few changes as necessary and let the office know as soon as possible (2:00 p.m. at the latest unless there is an emergency) so your child arrives at the correct destination.

## ATTENDANCE

The 1963, Missouri School Law, 167.111 established compulsory school attendance for every child who has attained the age of seven years and is under the age of sixteen years. The importance of regular school attendance is a well-established principle of education. The regular contact of the students with one another in the classroom, and their participation in daily class work activities under the direction of a teacher, are vital to this purpose.

Frequent student absences disrupt the continuity of the instructional process and will be a consideration for retention. The benefit of regular classroom instruction is lost and cannot be entirely regained, even in extra after-school instruction. Naturally, there are exceptions due to illness, injury or related circumstances. We ask, however, that you evaluate your child's attendance record and strive to prevent unnecessary absences. Please try to make doctor and dentist appointments after school hours or on scheduled school days off.

On the day that a student is absent, parents should call the office by 9:00 a.m. If a call is not received, the office will contact the parent at home or work to verify the absence. When the child returns to school after being absent, a note should be sent to the office from the parent listing the reason for the absence (i.e., illness, funeral, doctor, dentist, etc.). Teachers will assist students in making up work missed. Two days for each day of absence will be allowed to complete make-up work.

Attendance will be evaluated each quarter. All absences require written documentation. A written correspondence will be sent to you regarding our concerns if absences are excessive. Students are allowed five (5) days per semester for absences, including those excused and not excused. Students who are absent six (6) or more days during a semester will be referred to the attendance committee for consideration of corrective and/or disciplinary measures. The Department of Family Services and the Juvenile Office will be notified for educational neglect when ten or more non-medical documented absences occur.

- **MAKE-UP WORK** Make-up work will be sent home with the student when the student returns to class. They will have two days per absence to make up the work, which will be assigned by the teacher and may be modified.
- **TARDINESS** Students are considered tardy at 8:20 a.m. Students who are tardy need to report to the office as soon as they arrive at school. The parent should accompany the child to the office, send a note, or call the office with the reason for the tardiness. Tardiness will be evaluated and reported quarterly on the report card. After the third tardy in any quarter, discipline consequences will be assigned.

### ATTENDANCE AWARDS

Classes will be recognized through our weekly attendance HERO award. Here, Everyday, Ready, On-time. Students will be recognized at all end of quarter assemblies for perfect attendance and in their classroom for excellent attendance. Students with five or less absences for the year will be put into a drawing for an attendance prize in two categories: Pre-K through 3<sup>rd</sup> grade and 4<sup>th</sup> through 6<sup>th</sup> grades. The prize drawing will be held during the honor's assembly on the last day of school.



## BEHAVIOR EXPECTATIONS

Education is a cooperative effort in which teachers and students are brought together for learning to take place. An environment which permits order and efficiency must be provided. One of our goals is to instill a sense of self-discipline in students so that individuals realize that they do not have the right to disrupt school and prevent other students from learning.

Greenfield Elementary is a School Wide Positive Behavior Support (SW-PBS) School. This is a research-based program administered by the Department of Elementary and Secondary Education through regional professional development centers. SW-PBS encourages reinforcement of positive behaviors through student recognition. Common expectations and consequences are taught to all students in every school setting, and we will coordinate these lessons with our character education program. A matrix of expectations is posted throughout the school. A SW-PBS newsletter will be sent home monthly with students so parents are aware of areas that they can help reinforce our school expectations. Additionally, information will be posted on the website on a monthly basis regarding SW-PBS and our efforts to help students become responsible for self-discipline. Students will earn privileges and recognition for positive behavior throughout the year. Please see the Administrator Consequences for Major Behavior Violations, and the Attendance sections for further information on major office referrals, excessive absences and tardiness.

The responsibility for development and maintenance of this self-discipline falls to the combined effort of students, parents, teachers, administration and the community that established the value system we accept. When self-discipline fails, regulations for management of school behavior must be outlined by those responsible for education. Corporal punishment is not used in our school district as per board policy. Students are required to behave properly, respecting all school employees, fellow students and property. They will also follow established classroom, cafeteria, hallway, playground and bus rules and procedures. Student expectations in all areas of the school are as follows:

1. Students will be ready for class.
2. Students will be responsible for their actions and accept consequences.
3. Students will be respectful to self and others.
4. Students will be safe at all times.

Consequences for failure to behave properly and follow all building and district rules may include the loss of school privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Most inappropriate behaviors can be handled with an oral redirection from staff, or a simple consequence. A copy of any incident reports will be reported in the Lumen Parent Portal. Parents will also be notified of major student behaviors by phone, or by note home if communication is unable to be made by phone calls.

The school will notify parents by letter if unable to reach parents through phone call or notes home by students. Ultimately, the goal of discipline is to help students accept responsibility for academic progress, positive relationships with peers and adults, and in meeting school and classroom expectations.

**Please note:**

- ✓ **Threats of harm to self or others will be handled immediately, on an individual basis, in relation to severity.**
- ✓ **The severity of each incident will be individually evaluated and may warrant variance from the matrix as determined by the principal.**
- ✓ **Multiple infractions in close proximity may result in additional consequences as determined by the school principal.**

**Behavior Expectations Matrix for School –Wide Positive Behavior Support (SW-PBS)**

	Classroom	Hallway	Bathroom	Cafeteria	Playground	Gym	Bus and Car line
Get:							
Ready	*Have materials ready *Be on time *Stay on task *Use your time wisely	*Stay silent *Stay on the right side of the hallway	*Wait quietly *Leave when teacher calls you out	*Stay in a single file line *Enter and exit quietly	*Line up orderly and quickly *Enter and exit the building quietly	*Report promptly to class *Sit in assigned area	*Listen and follow teacher instructions
Responsible	*Turn in your work *Take care of supplies	*Keep things in hands and close to body	*Use materials appropriately *Keep water in sink *Clean up after yourself	*Keep cafeteria clean *Raise your hand for help *Follow all cafeteria expectations	*Return equipment *Follow school rules	*Report promptly to breakfast *Ask permission to leave the gym *Accept consequences	*Take all belongings with you *Get on and off bus at designated spot *Get in and out of car on sidewalk side
Respectful	*Use kind words *Use your manners	*Keep hands and feet to self *Follow adult instructions	*Allow for the privacy of others *Wait your turn *Knock before entering a stall	*Use polite language *Maintain personal space *Use a quiet voice *Use table manners	*Use polite language *Include others *Work together to solve problems	*Use a quiet voice *Keep hands and feet to yourself	*Use polite language *Use quiet voices *Listen and follow driver instructions *Listen for your name to be called in car line
Safe	*Use furniture appropriately *Keep hands and feet to yourself	*Walk *Look ahead *Go directly to destination *Walk up and down ramp and stairs appropriately	*Keep hands to self *Remain silent *Use stall door appropriately *Keep door unlocked when finished *Wash hands	*Keep hands and feet to self *Eat only your food *Stay seated unless getting or putting away tray *Keep food on your tray	*Maintain personal space *Use equipment appropriately *Objects on ground (rocks, trees, mulch twigs, animals, bugs, etc.) stay on ground *Stay within fencing *Participate in approved games	*Walk *Stay seated in assigned area	*Walk *Look at bus driver for signal to cross *Look at teachers for stop/go commands in carline *Keep belongings in your backpack *Sit back-to-back and seat-to-seat

## **SPECIAL EDUCATION STUDENTS & DISCIPLINE POLICY**

Special education students will be held to all appropriate behavioral expectations as long as their disability is not the cause for the inappropriate behavior. Teachers should consult with the principal and Special Education Coordinators for any student in question regarding disability and its impact on a student's behavior policy.

### **TEACHER ASSIGNED CONSEQUENCES FOR MINOR BEHAVIOR VIOLATIONS**

Greenfield Elementary defines behaviors as "Major" and "Minor" behaviors." Minor behaviors are those in which the teacher documents the behaviors and assigns consequences. The following procedure is used by teachers to determine when minor behaviors become detrimental to the learning process and are then referred to the principal for further consequences:

- Step 1 Verbal warning and conference with the teacher about appropriate behavior.
  - Step 2 Student sent to the safe room, conference with the teacher about appropriate behavior, and the teacher shall take five minutes of recess away. Students will walk if they owe minutes.
  - Step 3 Buddy room time-out, conference with teacher behavior. The teacher may take five minutes of recess. If the teachers feels more than five minutes of recess should be owed, the student will be referred to office to determine how much recess will be missed.
  - Step 4 Loss of privileges, conference between student, parent and teacher by phone or in person about behavior. Teacher may take up to ten minutes of recess. If the teachers feels more than ten minutes of recess should be owed, the student will be referred to office to determine how much recess will be missed.
  - Step 5 Meeting with the principal. The referral will be entered into LUMEN by the teacher or principal, documenting all prior steps. The student will be given due process. The student, parent and principal will conference by phone or in person, when possible, additional discipline will be assigned by principal according to policy.
- \* Steps 2-4 may be skipped if the teacher feels that student behavior requires a meeting with the principal.

### **ADMINISTRATOR ASSIGNED CONSEQUENCES FOR MAJOR BEHAVIOR VIOLATIONS**

Major behaviors are those which impede the learning of the students or others, or put the student, other students, or school staff at risk of harm. Students exhibiting Major Behaviors will be sent directly to the principal. Due process will be followed to determine which, if any, consequences are to be assigned – see Administrator Consequences for Major Behaviors. Due process includes providing the student an opportunity to explain their side of the problem (verbally or written) and may also involve talking to any witnesses or other students involved, reviewing any notes from the teacher, and gathering any available evidence. Once due process is complete, the administrator will assign discipline consequences according to policy. Board policy takes precedence over any handbook matrix. Behaviors that are referable to local law enforcement and/or the Juvenile office are notated (\*) on the behavior matrix.

INFRACTION	ACTION TO BE TAKEN		
	RANGE	FIRST OFFENSE	SUBSEQUENT OFFENSE
<b>Academic Dishonesty</b>	<b>Minimum</b>	Loss of Privileges, No Credit for Work, Grade Reduction, or Replacement Assignment.	Loss of Privileges, No Credit for Work, Grade Reduction, or Replacement Assignment.
	<b>Maximum</b>	Loss of Privileges, No Credit for Work, Grade Reduction, or Replacement Assignment.	Loss of Privileges, No Credit for Work, Grade Reduction, or Replacement Assignment.
<b>*Arson</b>	<b>Minimum</b>	Loss of Privileges, Detention, In-school Suspension, or 1-180 Days Out-of-School Suspension. Restitution if appropriate.	1-180 Days Out-of-School Suspension, or Restitution if Appropriate.
	<b>Maximum</b>	Expulsion	Expulsion
<b>*Assault</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, In-School Suspension, or 1-180 Days Out-of-School Suspension.	In-School Suspension, or 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	Expulsion	Expulsion
<b>*Bullying -- Harassment</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, or In-School Suspension.	1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	1-180 Days Out-of-School Suspension.	Expulsion.
<b>Defiance/Chronic Failure to Comply with School-Classroom Rules</b>	<b>Minimum</b>	Conference, Loss of Privileges, or Detention.	Detention or In-School Suspension.
	<b>Maximum</b>	In-School Suspension.	1-180 Days Out-of-School Suspension.
<b>Disrespect or Disruptive Conduct</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, or In-School Suspension.	Detention, or In-School Suspension.
	<b>Maximum</b>	1-10 Days Out-of-School Suspension.	1-180 Days Out-of-School Suspension.

INFRACTION	ACTION TO BE TAKEN		
	RANGE	FIRST OFFENSE	SUBSEQUENT OFFENSE
<b>*Drugs/Alcohol-Sale or Distribution</b>	<b>Minimum</b>	1-180 Days Out-of-School Suspension.	1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	Expulsion	Expulsion
<b>*Extortion</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, or In-School Suspension.	In-School Suspension or 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	1-10 Days Out-of-School Suspension.	Expulsion
<b>False Alarm</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, In-School Suspension, 1-180 Days Out-of-School Suspension and Restitution if Appropriate.	In-School Suspension or 1-180 Days Out-of-School Suspension and Restitution if Appropriate.
	<b>Maximum</b>	Expulsion	Expulsion
<b>*Fighting</b>	<b>Minimum</b>	Conference, Loss of Privileges, Out of School Suspension, or In-School Suspension	In-School Suspension or 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	Expulsion	Expulsion
<b>*Forgery</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, or In-School Suspension.	Detention, or In-School Suspension.
	<b>Maximum</b>	1-10 Days Out-of-School Suspension.	1-180 Days Out-of-School Suspension.
<b>*Gambling</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, or In-School Suspension.	Detention, or In-School Suspension.
	<b>Maximum</b>	1-10 Days Out-of-School Suspension.	1-180 Days Out-of-School Suspension.
<b>*Hazing</b>	<b>Minimum</b>	In-School Suspension.	1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	1-180 Days Out-of-School Suspension.	Expulsion

INFRACTION	ACTION TO BE TAKEN		
	RANGE	FIRST OFFENSE	SUBSEQUENT OFFENSE
<b>*Incendiary Device</b>	<b>Minimum</b>	Confiscation, Conference, Loss of Privileges, Detention, or In-School Suspension.	Confiscation, Detention, In-School Suspension or 1-180 Out-of-School Suspension.
	<b>Maximum</b>	1-180 Days Out-of-School Suspension.	Expulsion.
<b>Nuisance Items</b>	<b>Minimum</b>	Confiscation, Conference, Loss of Privileges, or Detention.	Confiscation, Detention, or In-School Suspension.
	<b>Maximum</b>	In-School Suspension.	1-180 Days Out-of-School Suspension.
<b>Pornography or Inappropriate Images</b>	<b>Minimum</b>	Confiscation and Conference, Loss of Privileges, Detention, or In-School Suspension.	Confiscation, Detention, In-School Suspension, or 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	Expulsion	Expulsion
<b>Public Display of Affection</b>	<b>Minimum</b>	Conference, Loss of Privileges, or Detention.	Detention or In-School Suspension.
	<b>Maximum</b>	In-School Suspension.	Out-of-School Suspension.
<b>Running from or Evading Authority</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, or In-School Suspension.	Detention, or In-School Suspension.
	<b>Maximum</b>	1-10 Days Out-of-School Suspension.	1-180 Days Out-of-School Suspension.
<b>Sexual Activity</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, or In-School Suspension.	Detention, In-School Suspension, or 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	1-180 Days Out-of-School Suspension.	Expulsion
<b>Tardiness</b>	<b>Minimum</b>	Loss of Privileges after 3 <sup>rd</sup> Tardy in a Quarter	In-School Suspension for 5 <sup>th</sup> Tardy in a Quarter and Referral to School Social Worker
	<b>Maximum</b>	Detention for 4 <sup>th</sup> Tardy in a Quarter	In-School Suspension for 6 <sup>th</sup> Tardy in a Quarter and Referral to Juvenile Office
<b>Technology Misconduct</b>	<b>Minimum</b>	Restitution, Conference, Loss of User Privileges, Detention or In-School Suspension.	Restitution, Loss of User Privileges, or 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	1-180 Days Out-of-School Suspension.	Expulsion

INFRACTION	ACTION TO BE TAKEN		
	RANGE	FIRST OFFENSE	SUBSEQUENT OFFENSE
<b>*Theft</b>	<b>Minimum</b>	Restitution, Conference, Loss of Privileges, Detention, or In-School Suspension.	Restitution and 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	Restitution and 1-180 Days Out-of-School Suspension.	Expulsion
<b>*Threats or Verbal Assault</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, In-School Suspension or 1-180 Days Out-of-School Suspension.	In-School Suspension or 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	Expulsion	Expulsion
<b>Tobacco-Possession or Use</b>	<b>Minimum</b>	Confiscation and Conference, Loss of Privileges, or Detention.	In-School Suspension.
	<b>Maximum</b>	In-School Suspension.	1-180 Days Out-of-School Suspension.
<b>*Trespassing- On School Grounds During Out-of-School-Suspension</b>	<b>Minimum</b>	1-180 Days Out-of-School Suspension	1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	1-180 Days Out-of-School Suspension	1-180 Days Out-of-School Suspension.
<b>*Truancy</b>	<b>Minimum</b>	Conference, Loss of Privileges, or Detention.	Detention or In-School Suspension.
	<b>Maximum</b>	1-3 Days In-School Suspension.	In-School Suspension and Removal from Extracurricular Activities.
<b>*Unauthorized Entry</b>	<b>Minimum</b>	Conference, Loss of Privileges, Detention, or In-School Suspension.	1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	1-180 Days Out-of-School Suspension.	Expulsion
<b>*Vandalism</b>	<b>Minimum</b>	Restitution and Conference, Loss of Privileges, Detention, In-School Suspension or 1-180 Days Out-of-School Suspension.	Restitution and In-School Suspension or 1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	Expulsion	Expulsion
<b>*Weapons</b>	<b>Minimum</b>	In-School Suspension or 1-180 Days Out-of-School Suspension.	1-180 Days Out-of-School Suspension.
	<b>Maximum</b>	Expulsion	Expulsion

\*Areas in violation of the law in which school officials must notify appropriate law enforcement officials and the Juvenile Officer.

## BICYCLES, SCOOTERS, ROLLERBLADES & SKATEBOARDS

Students are allowed to ride bicycles, scooters, rollerblades and skateboards to and from school. Parents are encouraged to discuss safety expectations with his or her child. Bike riders must obey the same rules as a motorist. Any student displaying unsafe behaviors on bicycles, scooters, rollerblades and skateboards while on school property will forfeit the privilege of bringing these items to school. The school assumes no responsibility for such items being brought to or left on school property. If rollerblades or skateboards become a distraction to the learning environment, administration has the ability to refuse the student to bring them into the building.

## BOOKS & OTHER SCHOOL PROPERTY

Each student is responsible for textbooks issued to him/her. Payment will be required for lost or damaged books. Likewise, library books that a student checks out must be returned or the cost of the book(s) must be paid. Parents/guardians are financially responsible for lost or damaged items.

## BREAKFAST & LUNCH

Breakfast is served daily from 7:45 - 8:15 a.m. each morning. Lunch is also served daily. Prices for breakfast and lunch are set each school year by the Board of Education and are *subject to change*.

BREAKFAST		LUNCH	
CHILD	\$ Free	CHILD	\$ 2.40
REDUCED	\$ Free	REDUCED	\$ .55
ADULT	\$ 2.10	ADULT	\$ 2.85
EXTRA MILK / JUICE - \$ .60		2ND LUNCH ENTRÉE - \$1.85	2ND SIDE - \$.85

Parents must pre-pay for your child's meals. All money needs to be sent in a sealed envelope with your child's name, teacher's name and grade level on the envelope. You may pay for one week, two weeks or an entire month at a time. Milk is included with each meal.

Any students who get extra lunch items are required to pay for them even if the student is on free or reduced lunches. Students must have money in their lunch account in order to receive extra lunch items, this includes milk/juice. Students **will not be** allowed extra lunch items when there is less than five minutes remaining in lunch. Free and reduced lunch forms are sent home on the first day of school with each child. In families with more than one school age child, only one form is needed. Account balances are posted on each progress report, on each report card and on LUMEN Parent Portal. Office secretaries will send home parent notification letters when account balances reach a - \$10.00 balance on student cafeteria accounts.

## BUS RESPONSIBILITIES

Students enjoy the privilege of riding district-operated school buses. These privileges will be revoked if students do not act responsibly. The following rules are necessary for the safety of all students. The driver has the authority to enforce these safety guidelines..

- Students will stay in their seat until they reach their destination.
- Students must have a note from the school to be dropped off at a destination other than their regular stop.
- Students will speak quietly. There will be no shouting or profanity.
- Students will not transport animals or large objects on the bus.
- Students will not be allowed off the bus after boarding the bus until their destination is reached.
- Students will participate in safety drills.
- Students will treat the driver with respect.

The bus driver will handle all minor infractions. When continued misbehavior occurs, the bus driver will fill out the appropriate form for bus misconduct and give it to the building principal. After reviewing the misconduct, the building principal will take the following action if he/she feels discipline is justified:

- 1st Offense: Written parent contact and a warning
- 2nd Offense: Written parent contact and a three day suspension of bus privileges
- 3rd Offense: Written parent contact and seven day suspension of bus privileges
- 4th Offense: Written parent contact and ten day suspension of bus privileges
- 5th Offense: Written parent contact and loss of bus privileges for the remainder of the school year.

The principal reserves the right to address serious issues individually, which may result in additional consequences. The following activities will cause the child to be suspended from the bus immediately:

- Use or possession of any form of tobacco, alcohol, or drugs
- Causing any type of danger to another student/driver
- Fighting
- Interfering with the safe operation of the bus
- Disrespect or defiance to the driver
- Vandalism

## CHARACTER EDUCATION

Greenfield Elementary utilizes a program to promote good character. Parents, community members and school staff work together to teach and model these values. Utilizing a character education process, character traits are chosen and will be integrated into all phases of school life. We will feature a character trait each month and one student from each class will be recognized as the outstanding Wildcat.

### **August – Respect**

Showing high regard for an authority, other people, self and country. Treating others as you would want to be treated. Understanding that all people have value as human beings.

### **September – Responsibility**

Being accountable. Having a sense of duty to fulfill tasks with reliability, dependability and commitment.

### **October – Honesty**

Telling the truth, admitting wrongdoing. Being trustworthy and acting with respect.

### **November – Gratitude/Thankfulness**

The quality of feeling of being grateful or thankful

### **December – Kindness**

Having a friendly, generous nature that builds up and encourages those around you.

### **January – Self-Discipline**

Demonstrating hard work, controlling your emotions, words, actions, impulses and desires. Giving your best in all situations.

### **February – Courage**

Doing the right thing in the face of difficulty and following your conscience instead of the crowd.

### **March – Self-Worth**

The sense of one's own value or worth as a person; self-esteem; self-respect.

### **April – Cooperation**

Working well with others.

### **May – Patriotism/Citizenship**

Being law-abiding and involved in service to school, community, and country.

## **CHILD ABUSE**

The Greenfield R-IV School District will allow access to the Division of Family Services to any student when that agency is investigating a suspected child abuse case. Teachers, counselors, and administrators are under direct mandate by state law to report any and all suspected child abuse cases.

## **DETENTION**

As a consequence for inappropriate behavior, students may be assigned detention. Detention hours are held from 7:45-8:15 a.m. and/or 3:15 to 3:45 p.m. and are supervised by a teacher or the principal. Students who do not attend an assigned detention will be required to attend the missed detention and another detention. If a student misses either of these detentions, a day of in-school suspension will be assigned. Parents are responsible for providing transportation home from school following a detention if detention is assigned in the afternoon. All students will be given 24 hour notification prior to an assigned detention. Various academic or cleaning duties deemed necessary by the principal will be assigned during detention.

## **DRESS CODE**

Cleanliness and neatness in dress helps to prevent distractions in the learning environment. All clothing will be clean, neat, and in accordance with the standards of the school and community. Students will be expected to adhere to the following dress code:

- Students should dress conservatively
- Clothing which is disruptive to the learning process, is lewd, obscene or suggestive is prohibited.
- Abbreviated clothing such as halter tops, muscle shirts, or clothing that exposes the chest, midriff or underclothing are not to be worn.
- Undergarments should be completely covered.
- Clothing advertising alcohol or tobacco products are not allowed
- Shorts must fully cover underclothing and must be mid-thigh in length.
- Tank tops must have a two inch strap
- Hats and bandanas are not to be worn in the building
- Shoes, sandals or boots must be worn at all times. Shoes with skates in the soles are not to be worn.

The staff will try to find appropriate clothing if a student fails to follow the dress code. Parents will be contacted if needed. Visitors to our building should dress according to the building's dress code.

## **DRUGS, ALCOHOL & TOBACCO**

Students shall not possess, use, transmit, or be under the influence of alcohol or illicit drugs. Students shall not use or be in possession of tobacco or tobacco products. This applies to all school grounds at all times and to school functions, activities, or events at any time.

## **EMERGENCY PROCEDURES**

All children will participate in regularly scheduled emergency drills for fire, earthquake, intruder and tornado. Drills will allow students to practice the procedures on how to react for each situation. Evacuation routes are posted in each room.

## **FIELD TRIP GUIDELINES**

Field trips are a valuable part of the school experience. Field trips enhance the learning objectives that occur in the classroom. Most trips will be taken on a bus; others will involve walking in the immediate area. The following guidelines will be followed on all field trips for the safety of our children.

1. The teacher in charge of the field trip has the authority to make all necessary decisions concerning the safety of the children. If parents are requested to help with a field trip they will be asked to adhere to all decisions made by the teacher.
2. Students must have a signed note from their parent or guardian to attend a field trip. Parents must provide an emergency contact number.
3. If parents are asked to attend and help chaperone field trips, they will need to drive a personal and follow the bus to the destination. We also ask that parents chaperoning students **not** take younger siblings
4. Any parent who picks the child up for the return trip on a field trip must sign the child out with the supervising teacher. If anyone other than a parent will be picking up a child from a field trip, a note must be sent in prior to the field trip. Students are not counted absent if picked up by an authorized adult at the end of a field trip.
5. Smoking by parents will not be allowed on the field trip. Parents will follow the directions of the teacher in charge and will dress according to the building's dress code.
6. By the discretion of the principal, students who are disruptive at school may be denied the privilege of going on a field trip.

## GENERAL INFORMATION

1. Students will need a backpack to carry books and school supplies. Students in the 5<sup>th</sup> and 6<sup>th</sup> grades are asked not to bring backpacks with rollers because they will not fit in the lockers. Parents should look in the backpack daily for notes from school and homework. Notes are sent home regularly.
2. Gum and candy are not to be brought from home. Students who bring gum or candy to school will be referred to the principal. Teachers may reward good student behavior with gum or candy.
3. Birthday treats may be brought to the classrooms. Please notify the teacher to make the necessary arrangements. Treats must be store bought and parents must check with the teacher for any student allergies. Party invitations may not be handed out at school, unless they are being handed out to the entire class.
4. Grades Pre-K-6 will have a class party in December and one in February.
5. Students are not to bring valuables to school. This includes any toys, balls or other playground equipment.
6. Students may not bring electronics to school unless authorized by a teacher for a class project. In the case of a class project, it will be the student's responsibility to ensure that the electronic device is kept secure at all times.
7. Balloons or flowers are not to be delivered to students at school.
8. All lost and found items will be in a box near the cafeteria entrance. Put your child's name on everything. Unclaimed items will be given away to a local charity at the end of each quarter.
9. Students are not allowed to use the school phone. Parents need to make arrangements with their child before they come to school.
10. School pictures are taken in the fall and the spring. Pictures are available in the fall for children not yet in school (please contact the school if you are interested). A pre-pay envelope is sent home with all students. A group class picture is taken in the spring.
11. Students who bring cell phones or comparable items must keep them turned off in their locker/backpack once they arrive at school. They are not to be used during school hours. Smart watches can only be used for telling of time unless directed by the teacher. If a cell phone or comparable item is seen, heard or used during school hours without permission, it will be confiscated to be picked up at the end of the day in the school office. Failure to comply will result in disciplinary measures for insubordination.

12. Parents eating lunch with their child at school must not give any food, drink or treat to any child other than their own. Parents are asked to sit with their child at a designated table.

## **GUIDANCE AND COUNSELING**

The counselors will work with students in groups or individually, conference with parents, and supervise the school's testing program. Students are free to visit the counselor at any time. Parents may contact the counselor whenever necessary.

## **HEALTH SERVICES**

### **IMMUNIZATIONS**

2017-2018 Missouri School Immunization Requirements Missouri Department of Health and Senior Services Bureau of Immunization Assessment and Assurance 930 Wildwood Drive Jefferson City, MO 65109 866-628-9891 Rev 1/12

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices allows a four day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>).
- To remain in school, students "in progress" must have an Immunization in Progress form (Imm.P.14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.) In progress does not apply to the Tdap or Td booster.
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

## **REQUIRED VACCINES & DOSES FOR SCHOOL ATTENDANCE**

- Dtap (Diphtheria, tetanus, and acellular pertussis) - minimum of 4 doses for grades K-12.
- Polio – minimum of 3 doses for grades K-12.
- MMR (Measles, Mumps, and Rubella) – 2 doses required for grades K-9 and 2 measles, 1 mumps, 1-2 rubella required for grades 10-12 however 2 MMR doses are highly recommended.
- Hepatitis B – 3 doses required for grades k-12.
- Varicella (Chicken Pox) - 2 doses required for grades K-6, 1 dose required for grades 7-11, no doses required for grade 12 but vaccination is highly recommended.
- Tdap(Tetanus, diphtheria, and acellular pertussis) – 1 dose required at the onset of 8<sup>th</sup> grade for students in grade 8-11, students in grade 12 are required to have 1 Tdap within 10 years of their last Dtap.
- MCV (meningococcal) – 1 dose is required in grade 8 and 2 doses are required by grade 12.

The above list is a simple summary of the required immunizations and doses required for school attendance. Many other factors can affect a student's immunization status. The school nurse will assess each student's immunization record to determine, according to state regulations, whether each student is adequately immunized for school attendance.

For more information please refer to the Department of Health and Senior Services Rule 19 CSR 20-28.010 Immunization Requirements for School Children at the following website <http://health.mo.gov/living/wellness/immunizations/index.php>.

## **ILLNESS AND COMMUNICABLE DISEASE**

Students and staff members will be excluded from school for the following conditions, unless attendance is approved and documented by the school nurse, or a physician's note is received by the school nurse along with the school nurse approval for school attendance:

- Oral temperature of 100.4 degrees F. or higher- children must be fever free for 24 hours, without use of fever reducing medication, to be sent back to school.
- Vomiting- child must have stopped vomiting before returning to school.
- Diarrhea- diarrhea must have stopped prior to child coming back to school.
- Open draining wounds, which cannot be adequately covered to contain drainage, suspected by school nurse or verified by health care provider to be infected with Staph infection.

- Signs and symptoms of certain communicable diseases outlined in the Department of Health and Senior Services Guidelines Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, Child Care Providers, and Parents or Guardians located at the following website:  
[http://health.mo.gov/living/families/schoolhealth/pdf/Communicable\\_Disease.pdf](http://health.mo.gov/living/families/schoolhealth/pdf/Communicable_Disease.pdf)
- Parents will be notified if students are seeking the nurse's office on frequent or repeated occasions for complaints of illness. These students may be required to provide the school with a physician's note to assure adequate health for school attendance.

## **INJURIES**

Injuries and accidents occur in all settings. Students complaining of injury or sustaining obvious injury will be assessed and cared for by the school nurse or health aide as appropriate. Parents/guardians will be notified of any injury which may require assessment or follow up by the parent or guardian after the student returns home. All students receiving any head injury will be properly assessed, treated, and the parent/guardian will be notified. The school may call an ambulance for any student at any time if medically indicated.

## **STUDENT EMERGENCY MEDICAL INFORMATION FORM**

The form is located on the reverse side of the student's registration form. Parents/Guardians are required to complete this form every year. This information notifies the school of any allergies or medical conditions or concerns that may affect the student while in school. It also provides the school with up- to-date contact information for all students, including phone number and emergency contacts.

## **MEDICATION POLICY**

The following medication policies have been developed to assure the safety of all students and proper medication administration by staff:

Students may not bring prescription medication to school with the exception of students who have specific permission forms provided by the school nurse, signed by their physician, and on file in the student's health file for specific medications such as asthma inhalers. This gives the student the right to carry these lifesaving medications on their person on school grounds.

Prescription medications may be given at school with school nurse approval after the following criteria is met: the medication must be brought into the school nurse by the parent or guardian, medication must be in the original prescription bottle with all prescription information readable on the label, and a parent or guardian must sign a medication administration permission form and consent to allow the school nurse to contact the prescribing physician regarding any medication issues associated to the medication. Medication will be given only as prescribed.

Oral over-the-counter (OTC) medications (such as Ibuprofen, Tylenol) may be given at school with school nurse approval after the following criteria are met: medication must be brought into the school nurse by the parent or guardian, and a parent or guardian must sign a medication administration form. OTC medication will be given according to package directions. No expired medication will be administered. OTC medication will not be administered for more than 10 days unless approved by the school nurse or a physician. If medication is needed frequently to treat chronic complaints such as headaches, toothaches, etc., we will require a doctor's note approving extended use of the OTC medication and you will need to provide a bottle of medication labeled with the name of the student. Any condition requiring treatment more than 10 days should require medical attention. OTC medications such as anti-itch cream, cough drops/lozenges, Orajel, antibacterial ointment, calamine lotion, Bactine, sunburn salve, etc. will be kept in the health room and administered as needed for minor scrapes, cough, bug bites, poison ivy, sunburn, toothaches, etc. unless parents document an allergy to the medication or decline the medication to be administered on the students health information form.

In the event a student has a minor injury or complaint of discomfort, such as a sprain or mild headache, the school nurse will contact the parent if an OTC medication such as ibuprofen would benefit the student. The parent may bring this medication at that time and administer it to the student. If the parent is unable to bring any medication to the school, the school nurse may administer one dose of the OTC medication with the parent's verbal permission (if it is available in the health room supply). The school nurses will then send a medication administration form home for the parent to sign and return. Any medication not picked up at the end of the school year will be destroyed.

## **CONFIDENTIALITY**

Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by universal adherence to the principles of confidentiality and privacy by all employees and volunteers. The information shall be protected regardless of source, i.e., oral, printed or electronic means, and regardless of type of record, record keeping or method of storage. These requirements of confidentiality shall apply to all student information including, but not limited to academic, family, social, economic and health. Health services personnel are knowledgeable regarding Family Education Rights and Privacy Act (FERPA), i.e., who can access health records, under what circumstances, when information may be disclosed appropriately, and will comply accordingly.

## **SCREENINGS**

At the beginning of the school year all students PK-6, and 8<sup>th</sup> and 10<sup>th</sup> graders, will receive vision, hearing, dental, height, weight, and B/P screenings. Sixth grade girls and eighth grade girls and boys will also be screened for scoliosis. Copies of screening results will be provided at parent/teacher conference or with the student's grade card. Any student not passing the vision, hearing, dental, or scoliosis screening will be notified in writing with a referral letter from the school nurse. Parents/Guardians should notify the school nurse of results of screening referrals or of any difficulty completing the referrals.

## **FLUORIDE VARNISH PROGRAM**

Our school participates in the MO Healthy Smiles Fluoride Program sponsored by the Missouri Department of Health and Senior Services for all students Pre-K -6. According to research children who receive fluoride treatments suffer 20-50% fewer cavities than children who do not. This program is offered at no cost to the student. A permission form will be sent home the first day of school for parents to sign. The form must be signed and returned to the school to indicate acceptance or decline of the program.

## **MILES FOR SMILES**

For several years our school has welcomed the Miles for Smiles dental van to come to our school and offer dental exams, cleaning, and treatment. Forms for Miles for Smiles will be sent home with all students at the beginning of the school year. Parents/Guardians interested in signing their students up for Miles for Smiles should fill out the consent form and mail the self-addressed form back to Miles for Smiles. Miles for Smiles will then contact the parents of all eligible students in order to set appointments and coordinate the student's dental care.

## **HEADLICE**

Head lice checks will be performed throughout the school year as needed. Students who have an active case of head lice (live bugs or viable lice eggs/nits less than ¼ inches from scalp) will be sent home immediately and parent/guardian will be advised by the school nurse as to the appropriate treatment. These students will not be allowed to return to class until the active case of head lice is eliminated. The parent/guardian must bring the student to school to have the nurse check the child's hair before being readmitted to school. When an active case of head lice has been found, a note will be sent home to the parents of children, not including name of child infected, in that class making them aware. It is then the parent's responsibility to check their child for head lice and treat appropriately. The parents/guardians must notify the school when they are aware that their child has head lice. Frequent occurrence is a health problem and the school will notify the proper authorities of repeat situations. Days missed due to head lice infestations are NOT excused.

Please contact the School Nurse – Natasha Myers, R.N., if you have any questions or concerns regarding school health services at 637-5921 ext. 12.

## **HOMEWORK**

Teachers design lesson plans to match the time allotted to complete tasks. Parents are encouraged to assist students where appropriate. If your child is struggling to complete homework, please notify the classroom teacher.

## **HONOR ROLL**

Outstanding academic work is recognized through an honor roll. It takes a great deal of work, effort and dedication to achieve this accomplishment. Students in the 3<sup>rd</sup> - 6<sup>th</sup> grade will be recognized at quarterly award assemblies for A Honor Roll and A/B Honor Roll

## **INSURANCE**

A low-cost school accident insurance program is offered to all students. An envelope with information is sent home on the first day of school or when the child enrolls. If you wish to purchase the insurance, fill out the information, put the required payment in the envelope, and return it to the office.

## **LUMEN STUDENT MANAGEMENT SYSTEM**

Greenfield Schools uses a secure web based communication system to record a wide variety of student information. This can be found on the homepage of the school's web site <http://www.greenfieldr4.org>. Parents can access attendance, tardiness, food bills, grades for their child and are able to email teachers on this site. Parents will be given a password to access this information in their open house packet in August. If you are new to the district, please contact the office to obtain your password.

## **PROMOTION & RETENTION**

Promotion is based on the satisfactory completion of current grade level requirements. Social, emotional, physical, and mental growth of each child is also taken into consideration. Retention is also based on the social, emotional, physical, and mental growth of each child. If the teacher sees the child is in danger of not completing the current grade requirements, the teacher will contact the parent several times during the year to explain their concern. Excessive absenteeism will be a consideration for retention. If the teacher recommends retention, a conference with the parents/guardians, principal, teacher and counselor will be held.

## **RELEASE OF STUDENTS**

If you need to pick up your child during the day, you must sign them out in the office. Students will only be released to the parent, guardian, or others whose name appears on the child's records at school.

## RECESS

All students are expected to go to recess unless they have been assigned to stay inside. During bad or extremely cold weather (temperature or wind chill 32 degrees Fahrenheit or below), recess will be held inside. On cooler days your child needs to come prepared with a coat, hat, gloves, scarf, or whatever clothing is necessary for the temperature that day. Recess is not a right, but a privilege earned by good student behavior. Students may lose some or all of recess if students are not living up to good conduct standards required by the Greenfield R-IV School District. If recess rules are not followed, the supervising teacher may take away additional minutes of recess from the student who is failing to follow rules, without referring the student to the principal.

### RECESS RULES AND EXPECTATIONS

1. Keep your hands and feet to yourself.
2. Do not hang, touch or pull on trees or other plants.
3. Use all playground equipment appropriately; no climbing up or jumping off the slide, climb up all ladders correctly, only use the slide for sliding, no sitting on top of jungle gym.
4. Do not throw objects; rocks, rubber pieces, pencils or objects not intended to be thrown.
5. Any classwork that requires to be completed may be completed on the sidewalk or inside.
6. Tag is required to be played in open areas only. Games of tag that are excessive in physical contact are not allowed.
7. If you owe minutes you are not allowed to talk to anyone. If you are caught talking additional minutes will be added.
8. Do not go behind buildings that prevent supervising teachers from seeing you.
9. Use swings appropriately; do not jump out, run between or bump or twist them, no excessive pushing of others.
10. Line up quickly and quietly when the bell rings.
11. If a ball goes outside of the playground the teacher is required to get it for you.
12. Follow all verbal directions from the supervising teacher.

## SAFE SCHOOLS ACT

The Safe Schools Act was passed by the state legislature in August of 1996. This act was largely passed in an effort to decrease violent, abusive, and disruptive behavior in the schools across the state of Missouri. The law requires school districts to report to law enforcement officials if a student is believed to have committed first, second, or third degree assaults against another pupil or school employee.

## SCHOOL CANCELLATION

Occasionally school may be canceled because of inclement weather or other situations beyond the school's control. The school closing announcement will be made on most Springfield television and radio stations and through the district notification system. Your child/children will be sent to their 'normal' destination if there is a school cancellation.

## **SENATE BILL 319**

On June 29, 2001, Governor Bob Holden signed Senate Bill 319. This Law states that school districts must assess and determine the grade-level reading ability of students in grade 3 – 6 and addresses a new policy for student retention in fourth grade.

School districts must assess and develop an individualized “Reading Improvement Plan” for students in fourth grade who are reading below grade level. The law states that at the end of the fourth grade year a student who is reading more than one grade level below the expected reading level is required to have summer reading instruction. They will be assessed again at the end of the summer reading instruction and if they are still reading below third grade level the law mandates that the student be retained (unless they qualify for an exemption).

## **SPECIAL NEEDS SERVICES**

In striving to meet the educational needs of all students, Greenfield Elementary recognizes that some students are in need of extra assistance to help them reach their fullest educational potential. When educationally appropriate, a student may benefit from an inclusion setting. Teachers who believe that a child could benefit from special education services will begin a referral process. Parents may also request that their child be evaluated for special services. Parents are involved in the process and all the placement and programming decisions are made with the parental consent.

## **SPEECH**

Greenfield Elementary has a speech program for students who are enrolled in speech or language therapy. Referrals can be made by teachers or by the parents at any time during the school year. Parents who would like their child referred for a speech evaluation may contact the speech teacher, their child’s teacher, or the elementary office. Students who are enrolled in speech have an individual plan, which is created by the speech teacher and parents. All decisions about placement or programming are made with the parental consent.

## **SPORTING EVENTS**

Students are responsible for their actions anytime during the school day or at school sponsored activities. Students are expected to follow all school policies, and to adhere to sportsmanlike conduct. Consequences for failure to follow school rules may include loss of school privileges and removal from the sporting event. Parents are encouraged to attend functions with their children and discouraged from just dropping them off.

## STUDENT REPORT CARDS

Report cards are issued every nine weeks and mid-quarter progress reports go out four weeks into each quarter. The Greenfield R-IV Elementary School utilizes standards based grading for recording student progress. You will find the grading scale for our school below.

### Grading Scale for Kindergarten – 2<sup>nd</sup> Grade

4: Exceeds Grade Level Expectations  
3: Meets Grade Level Expectations  
2: Developing Skill  
1: Completed With Teacher Help  
N/A: Not Assessed at This Time

### Grading Scale for 3<sup>rd</sup> Grade – 6<sup>th</sup> Grade

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 or below

## STUDENT INFORMATION FORM

A registration form must be filled out for each child. This form is sent home the first day of school or when a child enrolls. This important information will be kept in the office, and will be used in case of an emergency. If the information on the form changes, please notify the office. Also, please notify the office of special custody situations accompanied by the proper court papers.

## VIOLENCE POLICY

All threats made in our building or on school property will be taken seriously and will be referred to the administration office immediately and parents will be contacted. Due process will be followed to determine consequences (see-- Administrator Consequences for Major Behavior Violations). If your student is bullied or witnesses another student being bullied he/she should inform an adult as soon as possible so school staff can address the situation immediately.

All incidents including threats of violence and acts of violence will be referred to the local law enforcement agencies and a hotline call will be made to the School Violence Hotline. These policies have been put into effect to ensure your child's safety and a positive learning environment while at school.

## **VISITOR POLICY**

Visitors are required to sign in at the office, wear a visitor's pass, and sign out when leaving. The office will deliver messages to the students and is responsible for getting students out of the classroom. Parents or guardians are welcome to visit a child's classroom at any time.

Please contact the classroom teacher to arrange classroom visits. These classroom visits are not to be used for parent/teacher conferences. If you wish to schedule a conference with the teacher, arrangements for a meeting will be made.

## **PUBLIC NOTICES**

### **Locating, Evaluating Children with Disabilities**

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Greenfield R-IV School District assures that it will provide a free, appropriate public education 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/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with developmental delay.

The Greenfield R-IV 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 Greenfield R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the US 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 Greenfield R-IV 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 at the Superintendent's office during regular school hours.

### **504 Public Notice**

The Greenfield R-IV School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Greenfield R-IV School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature of severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Greenfield School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Greenfield R-IV Superintendent's office, 410 West College, Greenfield, Missouri on Monday through Friday from 8:00 a.m. – 3:00 p.m.

### **School Parent Student Compact**

Greenfield Elementary and the parents of the students participating in Title I.A. activities, services, and programs agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

### **School Responsibilities**

Greenfield Elementary and its staff will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows.
  - a. Retain highly qualified Principals and Teachers
  - b. Provide Instruction, materials, and high quality professional development which incorporate the latest research.
  - c. Maintain a safe and positive school climate.

2. Hold annual parent teacher conferences to.
  - a. Discuss the child's progress/grades during the first quarter.
  - b. Discuss the compact as it relates to the child's achievement.
  - c. Examine the child's achievement and any pending options at the end of the quarter.
3. Provide parents with frequent reports on their child's progress as follows.
  - a. Weekly packet from the classroom teacher.
  - b. Monthly suggestions from the classroom teacher.
  - c. Mid-Quarter report mailed from the school.
  - d. Quarterly grade cards/reports sent home by the school.
4. Be accessible to parents through.
  - a. Phone calls or person to person meetings.
  - b. Scheduled consultations before, during or after school.
  - c. Scheduled school or home visits.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities as follows.
  - a. Listen to children read.
  - b. Help with classroom decoration, art projects, etc.
  - c. Assist with holiday programs or parties, educational trips, etc.
  - d. Present a program on your culture, a different country, etc.

#### **Parent Responsibilities**

I, as a parent, will support my child's learning in the following ways.

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.
7. Participate in parent involvement opportunities.

#### **Student Responsibilities**

I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me-Standards by.

1. Attend school every day possible.
2. Be respectful towards others.
3. Do my homework every day and ask for help when I need it.
4. Read every day outside of school time.
5. Give all notes and information from my school to my parent/guardian.

### **Greenfield R-IV School District Internet Acceptable Use Agreement**

The Internet – a collection of interconnected computer networks around the world – expands classroom and library media resources by providing access to information, images, and even computer software from places otherwise impossible to reach.

These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contact with people all over the world, bringing into the school, into the classroom, experts in every content area and students and adults from other nations and cultures.

### **Responsibilities**

With this access comes responsibilities. The Greenfield School District will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents and guardians are responsible for agreements their children make or actions they take and, outside of school, for setting and conveying the standards their children should follow when using any media or information service. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the student and the family.

Communication on networked information resources is often public. It is very important that students understand the importance of appropriate and polite behavior and of avoiding the sharing, transmission, or distribution of personal information – such as, but not limited to, addresses, telephone and/or social security numbers.

### **Restrictions**

The following activities are not permitted on Greenfield School District electronic resources:

1. Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
2. Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, or the spreading of computer viruses through the inappropriate use of files or diskettes.
3. Email use by students is prohibited except when approved by the building principal and monitored by the classroom teacher.
4. Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords, trespassing in another person's folders, work or files.
5. Violating local, state or federal statutes.

### **Rights and Privileges**

The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the Greenfield School District. The student's network account provides for personal storage space on the Greenfield School District resources which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files will always be private. The Greenfield School District network administrators

have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

### **Disclaimers**

The Greenfield School District makes no warranties of any kind, either expressed or implied for the provided access. The staff, the school and the Greenfield School District are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on Greenfield School District resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through Greenfield School District provided access. Further, even though the Greenfield School District may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statutes.

### **Sanctions**

Violations of school networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior. When appropriate, law enforcement agencies may be involved.

### **Title One Grievance Procedure**

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 the place of the violation, and related details of the alleged violation. The superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten 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 of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of the 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 working days following resolution of the complaint by the Board of the state director of Title I. The state director of Title I will initiate an investigation to determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board of Education, the Board's action will stand.

## **Homeless Assistance**

Greenfield has a designated Homeless Coordinator for the School District. Duties include “ensuring that homeless children and youth enroll and succeed in the schools within the Greenfield District; homeless families, children and youth receive educational services for which they are eligible – referrals to health care services, dental services, mental health services, and other appropriate services”. The coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

A homeless individual is defined in the Stewart B. McKinney Homeless Assistance Act as one whom: lacks a fixed, regular, and adequate nighttime residence; or has a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodation (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), and institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings (shelter, sleeping cars, parks, abandoned buildings, barns, etc.)

\* May include individuals who have moved in with others and consideration of each individual case will probably be needed in order to identify those who are homeless.

## **Notification of Rights Under FERPA For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parents 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 is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate.

## **Public Notice on Free and Appropriate Education**

The Greenfield R-IV public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child’s third birthday through age twenty (20), regardless of the child’s disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing

impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. The Greenfield R-IV public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Greenfield R-IV School District has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through the age of twenty who reside in the District of whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; and child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Greenfield R-IV School District's Director of Special Services at (417) 637 – 5321.

### **Public Notice on Student Records**

In compliance with P.L. 90-247, the Greenfield R-IV Schools wish to notify parents and patrons that the district maintains psychological, educational progress, diagnostic, standardized test, inventory, attendance, and medical immunization records on students enrolled. Parents may request to review the records that are kept on their children by inquiring at the principal's office. Upon written request of an educational institution, certifying or contemplating the enrollment of the student in question, the student's records will be forwarded to the appropriate institution after appropriate signature have been secured. For purposes such as student directories and programs relating to school events, including yearbook and newspapers, student information regarding items such as the following may be released: Name, address, grade level, telephone number, date and place of birth, pictures, dates of attendance, honors and awards received, participation in officially recognized activities, weight, and height, if members of athletic teams.

If a parent does not wish such information be released, signed written notice to that effect should be provided to both the sponsor or the depicted activity, as well as the school principal before September 1 and each school year. Upon graduation, supplementary information no longer

needed to provide educational services to the student will be destroyed. However, a permanent record containing the student's name, address, phone number, grades attendance record, test scores, classes attended, grade legal completed and year completed will be retained without limitation. Parents who feel that the records are inaccurate, misleading, or otherwise in violation of the privacy or to the rights of students will be provided an opportunity for the correction or deletion of such data. In such a case a request for a hearing to challenge the content of their child's school clarification, review, interpretation, or complaints may be resolved or responded to by writing to the Family Education Rights and Privacy Act Office (FERPA), Department of Elementary and Secondary Education (DESE), P.O. Box 480, Jefferson City, Missouri, 65102. Board policies in regards to the release of student records may be viewed at the office of the Superintendent of Schools, Greenfield, Missouri.

### **Notice of Nondiscrimination**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional agreements with Greenfield School District R-IV are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Greenfield School District R-IV compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the special services director at 637-5321, superintendent at 637-5321 and 504 Coordinator at 637-5921.

Section 504 prohibits discrimination against individuals covered under the act as eligible for protections. Regulations implementing Section 504 state that "no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activities which receives or benefits from Federal Financial Assistance." The nondiscrimination requirements of Section 504 include both physical accessibility and program accessibility.

### **Standard Complaint Resolution Procedure 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 Schools Act (IASA). A complaint is a formal allegation that a specific federal or state law 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 persons 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. 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 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.

### **Grievance Procedures**

The grievance committee is organized to receive any complaints concerning alleged discrimination. Complaints must be submitted in writing to the coordinator. Following receipt of the complaints, the committee shall, within a reasonable period of time, meet and discuss the issue. The committee will respond in writing. It will:

1. Verify the complaint and recommend changes.
2. Require more information from the plaintiff.
3. Deny the discrimination charge.

In the case of denial, the plaintiff may appeal by requiring, in writing a hearing before the Grievance Committee. Should this hearing not satisfy the plaintiff, he or she may, in writing, appeal for a hearing before the School Board concerning alleged complaint.

1. The committee shall keep minutes of its proceedings.
2. Require more information from the plaintiff.
3. Deny the discrimination charge.

In the case of denial, the plaintiff may appeal by requiring in writing, a hearing before the Grievance Committee. Should this hearing not satisfy the plaintiff, he or she may, in writing, appeal for a hearing before the School Board concerning the alleged complaint. The committee shall keep the minutes of its proceedings.

### **Harassment Policy**

It is the policy of the Greenfield R-IV School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of district policy for any school personnel to tolerate any type of harassment at school, while attending school activities, or under the policy take necessary disciplinary action. A complete copy of the policy can be reviewed in the school office or the office of the superintendent.

## No Child Left Behind Act

According to the No Child Left Behind (NCLB) Act of 2001 (Public Law 1997-1007-110), parents or guardians have the right to certain information. Upon written request to the building principal, the district is required to provide to you, in a timely manner, the following information:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so their qualifications.
4. 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 must request, districts must provide to each individual parent:

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

## NCLB Complaint Procedures

**1. What is a complaint under NCLB?** For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

**2. Who may file a complaint?** Any individual or organization may file a complaint.

**3. How can a complaint be filed?** Complaint 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?** 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 a written, signed statement that includes:

- a. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
- b. The facts on which the statement is based and the specific requirement 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 fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation.

- a. Record.** A written record of the investigation will be kept.
- b. Notification of LEA.** The LEA will be notified of the complaint with five days of the complaint being filed.
- c. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- d. Report by LEA.** Within forty-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.
- e. Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
- f. 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 private school children handled differently?** If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filled 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 Department's 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**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.

## **Public Notice For 94-142**

The Greenfield Public Schools is an active participant in the individuals with Disability Education Act – Part B (P.L 94-142) which was reauthorized in 1991, through P.L. 101-476) which guarantees a free appropriate education for all children. All public schools are required to provide a free and appropriate public education to all students with disabilities including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a local compliance plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The local compliance plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and servicing all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, detention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the state board of education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

disability does not have a parent or persons acting as a parent to participate in matters dealing with the provision of parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the state if the child is a ward of the state. The term does not include a person who parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person – the person responsible for the district's special education program.

***This handbook is intended to describe the school, its current practices, procedures, rules and regulations. The principal may establish rules consistent with those established by the Board of Education and the Superintendent of Schools in Board Policy.***

***Board approved June, 2018***

