

# GREENFIELD R-IV SCHOOLS

## Junior/Senior High School



**2018 - 2019**

**Student/Parent Handbook**  
**Important Enrollment Forms**

Reviewed and approved by Greenfield R-IV Board of Education June 20, 2018

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**Greenfield R-IV Schools Mission Statement**

The mission of the Greenfield R-IV School District is to educate each student to his or her achievable potential, empowering them to meet and exceed life’s challenges and enter society as an independent, educated, productive citizen that possess an ability to think critically, act lawfully, behave responsibly, and adapt to perpetual change.

**This handbook will be used as a foundation to promote responsible behavior on the part of each student at Greenfield Junior/Senior High School. The purpose of this handbook is to ensure a safe and orderly environment for learning, provide a clear statement of the district's expectations for its students, and outline possible consequences when deviations occur.**

Greenfield R-IV Junior High/High School, 410 West College, Greenfield, MO 65661  
Phone: 417-637-5328 FAX: 417-637-5805 Website: www.greenfieldwildcats.org

### GREENFIELD R-IV BOARD OF EDUCATION

Renée Meents	President	David Tankesley	Vice-President
Melinda Jones	Secretary	Scott Daniel	Treasurer
Andy Miller	Member	Pat Taylor	Member

### ADMINISTRATION

Chris Kell	Superintendent
Preston Hyde	Jr. High/High School Principal
Josh Dobson	Assistant Principal

### Directory of School Personnel

Melissa Hull	Bookkeeper
Heather Mayberry	Administrative Assistant

### TEACHING STAFF

Bri Breedlove	Counselor
Kelly Compton	HS Math/JH Cheer Coach/10th Grade Sponsor
Eric Crayton	HS Science/11th Grade Sponsor
Lynn Beeson	JH-HS Vocal Music/9th Grade Sponsor
Brad Burton	JH History/7th Grade Sponsor
Renee Burton	JH English/7th Grade Sponsor
Annelise Dale	Band/Scholar Bowl/10th Grade Sponsor
Josh Dobson	Asst. Principal/JH Math/Asst. Football/Asst. Basketball 8th Grade Sponsor
Nick Engleman	Athletic Director/History/Baseball/Asst. Football/9th Grade Sponsor
Zachary Funk	Vocational Ag/FFA Sponsor/12th Grade Sponsor
Loganne Hickman	HS and JH Girls Basketball/JH Volleyball
Jennifer Jones	K-12 Art/12th Grade Sponsor
Marla Kemp	Business/FBLA/11th Grade Sponsor
Kelly Kramer	Alternative-Credit Recovery/A+ Coordinator/Librarian/8th Grade Sponsor
Angie Maxwell	Special Education Director
Kody Mayhew	JH Science/JH Basketball/8th Grade Sponsor
Matt McCarthy	Physical Education/Head Basketball/9th Grade Sponsor
Kim Morrison	HS English/10th Grade Sponsor
Krystal Roby	Special Education/504 Coordinator
Matt Teel	HS English/11th Grade Sponsor
Mary Robertson	FACS/FCCLA/Student Council/12th Grade Sponsor

To contact the above staff members, use the individual's first initial followed by the last name @greenfieldr4.org. Example: [ckell@greenfieldr4.org](mailto:ckell@greenfieldr4.org)

# Greenfield R-IV School 2018-19 School Calendar

August						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	(31)	

September						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	(21)	22
23	24	25	26	27	28	29
30						

October						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	(18)	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	(9)	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	(7)	8
9	10	11	12	13	14	15
16	17	18	(19)	20	21	22
23	24	25	26	27	28	29
30	31					

**Teacher's Contract Days**

171 Days in session  
 7 Professional Development Days  
 8 Early Release PD Days  
**178 Total Days**

1 <sup>st</sup> Quarter 43 Days ends Oct. 16
2 <sup>nd</sup> Quarter 42 Days ends Dec. 19
3 <sup>rd</sup> Quarter 43 Days ends March 6
4 <sup>th</sup> Quarter 43 Days ends May 15

Board Adopted: May 2018

August 8	New Teacher Orientation (8:00 – 3:00)
August 9-14	All Staff Professional Development
August 13	Open House
August 15	1 <sup>st</sup> Day of School
September 3	Labor Day – No School
October 8	No Students – Teacher PD Day
October 18	Parent Conferences 1:30 – 6:30 Dismiss at 1:00
October 19	No School
November 21-23	Thanksgiving Break No School
Dec 19	Dismiss at 1:00
Dec 20 - Jan 2	Christmas Vacation No School
January 3	Classes Resume
January 21	MLK Day – No Students Teacher PD Day
February 18	President's Day – No School
March 7	Parent Conferences 1:30 – 6:30 Dismiss at 1:00
March 8	No School – Teacher PD Day
March 11-15	Spring Break – No School
April 19	Good Friday – No School
May 15	Last Day of School, Dismiss at 1:00
May 19	Graduation
January 2	Make Up Day 1
January 21	Make Up Day 2
February 18	Make Up Day 3
May 16	Make Up Day 4
May 17	Make Up Day 5
May 20	Make Up Day 6
April 19	Make Up Day 7

1:00 pm Early Release PD Days: 8-31, 9-21, 11-9, 12-7, 1-18, 2-15, 4-5, 5-03

- New Teacher on Duty
- Professional Dev. All Staff
- School Beginning & Ending
- ( ) Partial Day - Dismiss 1 p.m.
- X Make Up Day
- No School

January						
Su	M	Tu	W	Th	F	Sa
		1	2x	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	(18)	19
20	21x	22	23	24	25	26
27	28	29	30	31		

February						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	(15)	16
17	18x	19	20	21	22	23
24	25	26	27	28		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	(7)	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	(5)	6
7	8	9	10	11	12	13
14	15	16	17	18	19x	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	(3)	4
5	6	7	8	9	10	11
12	13	14	15	16x	17x	18
19	20x	21x	22x	23x	24x	25
26	27	28	29	30	31	

**Days in Session**

August	13
September	19
October	21
November	19
December	13
January	20
February	19
March	15
April	21
May	11
<b>Total</b>	<b>171</b>

## **INTRODUCTION**

The Greenfield R-IV School District is determined to provide a safe and disciplined learning environment so that all students will learn successfully. This handbook provides policies and procedures that have been approved by the Board of Education. It is a vital part of our school's information network. While it contains much of what you need to know, it is not designed to be all-inclusive. If questions or problems arise concerning a particular school-related issue, please adhere to the following chain of command: 1) consult with the involved teacher(s); 2) consult the principal; 3) meet with the superintendent; and, 4) if a satisfactory resolution is not achieved with either the principal or the superintendent, you may officially request a meeting with the Board of Education. It is our expectation that all students and parents will review the policies and procedures contained herein. (See Board Policies JFAA & JFH)

## **THE GREENFIELD PHILOSOPHY OF EDUCATION**

It is the belief of the Greenfield R-IV Board of Education that a fundamental right of each individual is equal access to educational opportunity, regardless of race, creed, or socio-economic status. Each person receiving the benefits of Missouri's educational services should have the opportunity to develop intellectually, physically, socially and vocationally, commensurate with his/her developmental ability. These opportunities should not accrue to a limited segment of our society; rather they should allow each individual to profit from appropriate educational experiences. The product of such a system must be an individual who is adequately prepared to enter the next sequential phase of life, one that can readily adapt in a dynamic and rapidly changing society.

## **THE GREENFIELD PHILOSOPHY OF STUDENT DISCIPLINE**

It is the objective and policy of Greenfield High School to recognize, preserve, and protect the individual rights of all students, and yet, enforce the protection of those rights within the necessary framework of a safe, orderly, efficient, and nurturing school program. The quality of discipline in the school is a blend of values and attitudes of everyone within the educational community. We believe that discipline and academic achievement are very closely related. We appreciate the fact that discipline, order, safety, and cooperation are essential for people to meet and work together in harmony. All individuals associated with the school must share the responsibility for creating and supporting a positive learning environment

It is the Board's belief that, as part of the educational process, students should be made aware of the legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the school district. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation, subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Greenfield R-IV School's Board of Education to create an environment in which each student's right to learn is protected.

The Board of Education has the legal authority to make all needful policies, rules and regulations for organizing, grading and governing the Greenfield R-IV Schools. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. The Board may also delegate to the Superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the district. These rules will apply to all students in attendance in the district's instructional and support programs as well as school-sponsored activities and events.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals may summarily suspend any student for up to ten (10) days for violation of these regulations. The offenses listed in this handbook are not exhaustive. The district can discipline a student for any action that is disruptive to the school environment whether it occurs on or off school property. Consequences for any offense may be increased or decreased depending upon the circumstances. Flagrant disregard to policies, rules, and regulations or continued truancy may result in suspension by the Superintendent or expulsion. The Superintendent may suspend a student for one hundred eighty (180) days; however,

expulsion of students is a function only of the Board of Education. Although the majority of students in the school district follow the rules of the district, those who fail to comply should expect consequences.

All school personnel have the responsibility to instruct, guide, and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and in large measure will produce good student behavior.

### **RISING TO THE GREENFIELD CHALLENGE**

The central purpose of Greenfield High School is to provide students with the best possible learning environment and experiences. We encourage students to do their very best in school, every day. Our success depends on solid habits of learning, self-discipline, dedication, and hard work. We encourage all students to take an academically rigorous schedule and actively participate in the school's extensive extra-curricular program.

### **GREENFIELD SPIRIT**

The official school mascot is the Wildcat. School colors are blue and white. We encourage you to show school spirit throughout the school year and at all school-sponsored activities. Remember, you are a reflection of our school!

*Greenfield High School,  
Greenfield High School,  
Here's our cheers for thee,  
We will ever love and praise thee,  
Here's a toast to thee.*

*Grand art thou with loving campus,  
With its pleasing shade,  
Filled with ever welcome memories,  
Of our High School Days.*

*Dear Old Greenfield Alma Mater,  
Of our youthful days,  
We, each loving son and daughter,  
Bring to thee, our praise.*

*Grand art thou with loving campus,  
With its pleasing shade,  
Filled with ever welcome memories,  
Of our High School days.*

### **NOTICE TO PARENTS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational records. It also requires schools receiving federal money to provide parents access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students the age of 18 and older.

"DIRECTORY INFORMATION" is information contained in a student record that is not generally considered harmful or an invasion of privacy if disclosed. The Greenfield R-IV School District designates the following items as "Directory Information:" student's name, parent's name, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees, honors and awards received, and photographs—including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

If a parent or guardian of an eligible pupil does not want this information released, written notification must be sent to the Principal within ten (10) school days after public notice is provided. Unless the parent provides written notification within the ten (10) school day period, the school district may

disclose any of the items designated as “Directory Information” without the parent’s prior written consent. The District is required to release the student’s name, address, and telephone listing to military recruiters and institutions of higher education, upon request. Parents or eligible students may request that the district not release this information and the district will comply with the request.

In cases where board policy conflicts with this handbook, the board policy will take precedence.

### **PUBLIC NOTICE**

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

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 U.S. Department of Education or the Missouri Department of Elementary of 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 District Office, during regular school hours.

This notice will be provided in native languages as appropriate.

### **NOTICE: NON-DISCRIMINATION**

Greenfield R-IV School District affords equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, marital status, sex, age, handicapping condition, or organizational membership. This applies to employment, assignment, and promotion of personnel, and to courses taken and pupil placement.

### **A+ PROGRAM**

In order to qualify for the A+ Scholarship Program, graduating high school seniors must have met eight requirements:

1. Student and Parents sign a written agreement to participate.
2. Student must attend a designated A+ School for three consecutive years prior to high school graduation.
3. Student must graduate from high school with a cumulative grade point average (GPA) of 2.5 or higher on a 4.0 scale (no rounding).
4. Student must have at least a 95 percent attendance record for the four-year period (no rounding).
5. Student must perform and document 50 hours of unpaid tutoring or mentoring for younger students during the four years of high school.
6. Student must maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.
7. Student must apply for grants through the FAFSA application process.

8. Student must, beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of course exam. (Beginning in 2015, if you do not meet the Algebra I end of course requirement, you may regain eligibility by completing your first semester at a participating institution with a minimum of 12 hours and a 2.5 grade point average. You must pay tuition up front for the first semester. This semester can never be eligible for A+ tuition reimbursement.)

Please discuss this program in further detail with the A+ Coordinator.

### **ACCIDENT PREVENTION AND EYE PROTECTION**

Students, teachers, and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class: exposure to molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping any solid materials; heat treatment, tempering, kiln firing of any materials; gas or other forms of welding; repair or servicing of any motorized vehicle; and or/, exposure to laboratory use of caustic, explosive, or flammable materials, boiling/hot liquids or solids, injurious radiation or other similar hazards. Due to the hazardous effects of laser pointers or any other device emitting a laser-type beam, such objects will be strictly prohibited on school property or at school-sponsored activities.

### **AMERICAN COLLEGE TEST (ACT)**

At the end of the sophomore year, it is recommended students begin taking their ACT test. This assessment is important for acceptance into Dual Credit classes, college entrance requirement and for scholarship purposes. Registration information for the ACT can be found online at [www.act.org](http://www.act.org). The closest test centers are Lockwood, Stockton and Miller. See the counselor for more information. The following are the 2018-2019 test/registration dates and deadlines for registration.:

<b>Test Date</b>	<b>Registration Deadline</b>	<b>Late Fee Registration Deadline</b>
September 8, 2018	August 10, 2018	August 11–26, 2018
October 27, 2018	September 28, 2018	September 29–October 14, 2018
December 8, 2018	November 2, 2018	November 3–19, 2018
February 9, 2019	January 11, 2019	January 12–18, 2019
April 13, 2019	March 8, 2019	March 9–25, 2019
June 8, 2019	May 3, 2019	May 4–20, 2019
July 13, 2019	June 14, 2019	June 15-24, 2019

### **ALTERNATIVE CREDIT EDUCATION (ACE)**

The ACE Program is a voluntary program available for students to recover credit loss through failure of classes or cessation of credit due to lack of attendance. Students and parents must sign a contract; students must adhere to the contract rules. The counselor will set up a plan for the student to re-take classes or take other classes to regain credit. This is an after school program; students participating in the program must attend or risk expulsion from the ACE Program. NO classes may be taken for which an EOC or MAP test is required. See the high school counselor for details.

### **ADMISSION**

The Greenfield R-IV Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five (5) and 21 years and who otherwise qualify for admission under Missouri law unless otherwise required by federal law. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free.

In order to register a student, the parent, legal guardian, military guardian, person acting as a Parent, or the student shall provide proof of residency or request a waiver of proof of residency and shall complete all admission requirements as determined by Board policies, regulations and procedures. Students who do not meet the residency requirements and are not eligible for a waiver of proof of residency may only apply for admission in accordance with Board policy JECB, Admission of Nonresident Students. Students who are homeless will be admitted in accordance with Board policy and law.

- The student must physically reside and be domiciled in the district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military- issued guardianship or court-appointed legal guardian. A "power of attorney" document alone is insufficient to satisfy the "court-appointed legal guardian" requirement.
- Requests for Student Records shall be made within two (2) business days of parent(s)/legal guardian(s) requesting to enroll a student. The school official shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.
- Students Suspended or Expelled from Another District: The Board of Education requires the parent(s) or legal guardian(s) of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restriction " section of this policy. No student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private; charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The Principal may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the Principal shall not make such suspension or expulsion from another school or district effective. The Principal will consider whether the student has received the due process required by law before making any decision.

### **ASSEMBLIES AND PROGRAMS**

Assemblies are provided on a regular basis to support the educational program and provide enjoyment for our students. Any misbehavior during an assembly will result in a student's immediate removal and possible consequences.

### **ASVAB**

The ASVAB is an assessment given to the juniors. It was developed as a military career test and is still used for career testing as well as military entrance/career placement. After results are returned, students will review the results and explore career options.

### **ATHLETIC PARTICIPANT CONDUCT CODE**

Greenfield students participating in athletic events are required to follow a conduct code. Violations below are based upon competitive seasons.

- 1) Disciplinary violations determined to be major in nature (in school or out of school suspension) will be dealt with in the following manner:  
 First offense—1 game suspension  
 Second offense—3 game suspension  
 Third offense—Dismissal from the team
- 2) Unsportsmanlike conduct during practice or games: consequences may vary in nature. All offenses are left to the coaching staff's discretion.

If a student has ISS/OSS they are suspended for that activity. Other offenses are at discretion of activity sponsor per approval of the principal.

### **ATHLETIC PROGRAM OBJECTIVES**

Students are encouraged to participate in the Greenfield R-IV Athletic Program. The following objectives are areas that will be stressed:

1. Participation- Students are asked to give many hours of their time toward an athletic program. Students are provided a variety of opportunities that will help them learn teamwork, better their individual skills, and learn life-long lessons in each sport.
2. Skills and Rules- Coaches will provide emphasis in development of fundamental skills and knowledge of each sport.

3. Citizenship and Sportsmanship- Allow students to achieve success fairly by demonstrating and teaching. Students and parents are expected to sign the Citizenship Policy; see page 47 at the back of this handbook for an explanation of the policy.
  - i) Respect for the rules of each sport
  - ii) Desirable traits of citizenship and sportsmanship
  - iii) Student Confidence- Provide a program which develops students' sense of appreciation and enjoyment of extracurricular activity, while building individual self-confidence and group rapport.

## ATTENDANCE

### Philosophy

Greenfield Junior/Senior High School's education program is based on research revealing a direct relationship between daily attendance and student achievement. An absent student misses direct instruction, classroom discussion, which cannot be duplicated, even if the written work is later completed. Research also demonstrates that students who are frequently absent have lower grades than indicated by their academic aptitude. Ensuring a student maintains regular attendance requires a cooperative effort by student, parent(s)/guardian(s), and school personnel. Regular and punctual patterns of attendance are expected of each student enrolled in the school district.

Regular attendance affects the student's behavior, attitude, learning, and overall success in school. **All transcripts will include a copy of a high school attendance profile, showing the number of absences.** We want colleges/trade schools and employers to know they are getting students with the advantage of regular attendance when they admit/hire them.

### Policy

- An absence occurs when a student misses more than ten (10) minutes of any class period without an excused note from another member of staff.
- Students who are absent five (5) or more days per class during a semester will be referred to the attendance committee for possible cessation of credit and/or retention.
- Excused absences include personal illness or hospitalization, medical/dental appointments, family death, court appearances, pre-approved non-school activities (MSHSAA, DESE, religious observances, state/local organization sponsorships) and driver's test (not to exceed three class periods). However, all absences are subject to review by the attendance committee.  
Providing professional documentation (doctor, dentist, lawyer, etc.) for an absence will not excuse the absence, but will be considered when determining exceptions. **All documentation is subject to administrator verification.** Exceptions to this policy will only be made due to extenuating circumstances, such as a long-term medical absence, as determined by the administration. Examples of absences that **WILL NOT** be excused include family vacations, truancy, being needed at home, hunting, shopping, oversleeping, car trouble, work, personal business, and similar reasons.

### Process

**After three unexcused absences, a letter of notification of absences, including a copy of the Greenfield R-IV board policy, is issued to the parent(s)/guardian(s). Parents will also be notified that Children's Services and the Juvenile Office will be contacted after five unexcused absences.**

**On the fifth unexcused absence, a second letter will be issued to notify parent(s)/guardian(s) of the unexcused absences. This letter will serve as notice that subsequent absences shall be referred to Children's Services and the Juvenile Office.**

**Upon the sixth absence for the semester, the attendance committee shall convene to review the student's number of absences and all documentation regarding each absence and to determine:**

- a. **If credits for that semester will be suspended according to the provisions of the attendance policy; and**
- b. **Determine a possible course of action to provide the student with an opportunity to recover his or her suspended credits.**

**Parent(s)/guardian(s) will be notified by the building principal of the date and time of the attendance committee meeting. On the date of the hearing, the parent(s)/guardian(s) will be permitted to present information regarding each absence.**

#### **Notification of Absence**

It is a parent/guardian's responsibility to notify the school when his or her child is absent. The parent/guardian of the absent student is to call the high school office (637-5328) to inform the school that their child will not be in attendance that day. In addition, the parent/guardian must send a note with the student when he/she returns to school to inform the school of the duration and reason for the absence. The attendance secretary will maintain a daily record of all student absences. Notes from parents will be placed in the student's attendance file. Notification does not excuse the absence; however, it verifies that the student is not/was not truant. Unverified absences will be considered truancy, and appropriate disciplinary action, as defined by the student discipline policy, will be administered. According to Board Policy, File JEDA, truancy is defined as being absent from school without the knowledge of and consent of parents/guardians and the administration, or leaving school during any session without the consent of the principal. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians. Children's Services and the Juvenile Office must be contacted for excessive absences and truancy.

#### **Sign-In / Sign-Out Policy**

Students who arrive late to school must report to the high school office to sign in before going to class. Students who leave school during the school day must be signed out by a parent/legal guardian or submit a signed note from the parent/legal guardian or have verbal consent from the parent/legal guardian that indicates the necessity of the need for their student to sign out. Students that arrive at school after first hour has begun must sign in at the office. Students that leave school without a parent or legal guardian in person sign out or a signed note from a parent will be considered truant and appropriate disciplinary action will be administered.

#### **Closed Campus**

Once a student arrives on school grounds, he or she is **not permitted** to leave school grounds without properly signing out and authorization from the administration. Students who leave school grounds without signing out, or without parent/guardian and administrative permission, will be subject to disciplinary actions.

#### **Make-up Work**

The district does recognize circumstances in which a child must miss school. In such cases, students are required to make up all class assignments missed. Upon return to school, students must be prepared to take tests or turn in assignments scheduled prior to his/her day(s) of absence. For newly assigned work, a student is allowed an equal number of days as was the length of the absence to make up work without it being counted late. It is the student's responsibility to make arrangements for make-up work. Students should see each classroom teacher to make sure all assignments are completed.

#### **Additional Attendance Information**

Students must be in attendance on the day of participation in an event. To be in attendance, a student must be in school all seven hours including lunch with the exception of doctor or dentist appointments, funerals, court or other pre-approved absences. In this case, students must attend at least four class periods in order to participate. Students that leave school during the day or that are assigned to ISS are not eligible to participate in any extra-curricular activities. Students who are serving OSS may not be on school property until the suspension has been served.

#### **ATTENDANCE SPECIAL NOTE:**

**Any situation not specifically covered by this attendance policy will be the decision of the building principal.**

## **AUTOMOBILES**

Many students of driving age desire to drive themselves to and from school. On the first day of school, students will be given an information sheet for parents to complete regarding the vehicle your child will be driving to school. The purpose of gathering this information is to identify the vehicle in case your child's car is hit in the parking lot, etc. As a convenience, the school provides parking for students' automobiles. Students should remember that parking on school grounds is a privilege regulated by the school. Students are required to park in the school parking lot next to the junior high building or in the new parking lot behind the high school gymnasium. The following places will **not** be used for parking:

- Any Private Property
- The Christian Church Parking Lot
- Police Department Parking Lot
- Visitor Parking on College Street
- The American Legion Building Parking Lot
- Behind the VO-AG Building
- Street in front of Junior High/High School Building

## **DRIVING TO SCHOOL**

Driving and parking on school property are privileges, not rights. Only students who are legally licensed and appropriately insured will be authorized to drive their cars to school. Drivers must adhere to all laws applicable to Missouri streets, roads, and highways. Driving privileges will be denied to any student not meeting each of the expectations for responsible driving, including un-necessary and **improper acceleration, driving at unsafe speeds**, parking in unapproved areas, etc. Students should not arrive to school before 8:00 a.m. without faculty approval. Students are not allowed to congregate in the parking lot before, during, or after school. Students shall not go to their cars for any reason during the school day without administrative approval. Vo-tech students shall not drive to Vo-tech without administrative approval. Students must park in the student lots in an orderly manner. Vehicles must not be parked in front of any no parking signs, in handicapped or visitors parking spaces. Vehicles cannot be moved to a different location during the school day without prior administrative approval. Students who park in front of "No Parking" signs are subject to being towed at their own expense. The "No Parking" signs are in place to allow for necessary school bus traffic and parking. Students who violate these rules may lose their driving privileges for a designated time.

## **BELL SCHEDULE**

<b>7:45-8:00</b>	<b>Doors Open: Students in Cafeteria</b>
<b>8:00-8:21</b>	<b>Students report to home room</b>
<b>8:21</b>	<b>First Bell</b>
<b>8:27-9:21</b>	<b>1<sup>st</sup> Period</b>
<b>9:24-10:18</b>	<b>2nd Period</b>
<b>10:21-11:15</b>	<b>3rd Period</b>
<b>11:18-12:36</b>	<b>4th Period</b>
<b>12:39-1:33</b>	<b>5th Period</b>
<b>1:36-2:30</b>	<b>6th Period</b>
<b>2:33-3:27</b>	<b>7th Period</b>

- \* **1st Lunch: 11:18-11:42**
- \* **2nd Lunch: 11:45-12:09**
- \* **3rd Lunch: 12:12-12:36**

## **BRING YOUR OWN TECHNOLOGY (BYOT)**

Greenfield R-IV School District is committed to maximize learning by fully integrating relevant technology into academic content, in order to acquire, share, and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. A first step is to develop and implement a plan allowing students to bring their own digital devices to school. Wireless internet is installed in our district. Students are able to access our guest wireless network using their own technology tools during the learning day, with classroom teacher approval. Students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use productivity tools. Parents and students should be aware, however, that the school

district is not responsible for any lost, stolen, or damaged technological equipment that students bring to school. Students must sign the Acceptable Use Policy and are still under the guidelines of such a policy, including but not limited to viewing of pornography, harassment, inappropriate content, etc. **Cell phones cannot be used to access the wireless network, nor may they be used in the classroom during instructional time.** Students and parents should be aware that privately owned technology used in the school setting is also subject to surveillance, as noted in section titled Surveillance in the School.

### **BUILDING HOURS**

Students are not to arrive to school before 7:45 a.m. without the direct supervision of a staff member. When the doors open at 7:45 a.m., students may enter the cafeteria for breakfast. If not eating breakfast, students sit in the gym. Students have three minutes for transition between each class and are expected to use that time wisely in order to avoid tardiness. The last period of the day ends at 3:27 p.m. and students may not be in the building after 3:47 p.m. without the direct supervision of a staff member. Parents should not drop off or leave students at school during unsupervised periods.

### **BUILDING RULES**

The Junior/Senior High School building rules will be enforced by each teacher within the classroom. The following rules have been established to provide the students with consistency from classroom-to-classroom and from teacher-to-teacher.

1. All students should demonstrate respect for one another and tolerance of each other's differences.
2. Students are not allowed to harm other students in any manner – **physically or verbally.**
3. Students will cooperate with the teacher and other students to make the school a safe learning environment.
4. All students should bring their required supplies to class everyday. This includes paper, textbooks, and a writing utensil.
5. All students must be either in the classroom or in their assigned seats before the tardy bell rings, otherwise they will be counted tardy.
6. The teacher, not the bell, will dismiss students from class at the end of the hour.

### **BUS CONDUCT**

The Board of Education has the right by State Law to determine where the student will be picked up for transportation in regard to safety factors and road conditions. Pupils who ride the bus are expected to observe these rules:

1. All students riding buses on regular routes, or on school sponsored trips, are under the supervision of the driver and/or sponsor. Pupils must obey the driver promptly, without resistance.
2. Students must be on time; the bus cannot wait for those who are late.
3. Never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Outside of ordinary conversation, classroom conduct is to be observed. The driver is required to report rowdy conduct or improper language.
6. Students must not throw paper or other trash on the floor of the bus.
7. Students must not at any time extend arms or heads out of the bus window.
8. Students must take their places upon entering the bus and under no circumstances will they move about the bus while it is in motion.
9. Any damage to the bus is to be reported at once to the driver.
10. When leaving the bus, students must observe any directions given by the driver.
11. Students will not be permitted to board or leave the bus at any point except their home or approved location.
12. Students are not to sit in the driver's seat or tamper with the bus in any way.
13. It would be helpful to let the driver know when there is someone who will not be picked up. This may be done days in advance. You may also call the driver or notify any child who boards the bus ahead of you.
14. Drivers are not permitted to deliver students to any location other than the school or home, without a signed bus pass from a parent and the principal.

15. Students are to stay in their assigned seat only. Students shall be given one-day advance notice to inform their parents of the need to remain after school or to arrive early. Any violation of these rules may result in being suspended from riding the bus. If a student is suspended from riding a bus, it is the responsibility of the parent to see that the student gets to school some other way.

### CAFETERIA

Each student is expected to follow general rules and use proper manners in the cafeteria. Students must get permission from the cafeteria supervisor before leaving the cafeteria for any reason. Students are personally responsible for any mess they have created during lunch. **Food and drink products may not leave the cafeteria.** Students may purchase a lunch from the school or bring their lunch from home. Students may also eat a free breakfast at school. Each student will be issued a lunch card at the beginning of the school year. Students must have a lunch card for breakfast and at lunch; should a student forget to bring his/her card, he/she will be required to go to the back of the lunch line. In the event that a student loses their lunch card during the school year, he/she is expected to purchase a new card for \$3.00. Lunch for the high school and the junior high are divided into three shifts; with the high school eating the first & third shifts, and the junior high eating the second shift. High school students will be assigned to a lunch shift depending on who their fourth hour teacher is. **Students are not allowed to leave campus to eat lunch.** We request parents/guardians refrain from checking students out for lunch; students will be held accountable under the attendance policy for any absences or tardies due to being checked out during the lunch period. The lunch period is twenty-four minutes in length. At any time you feel that you qualify for free or reduced meals, contact the school for more information. All students, including those participating in the free & reduced lunch program, are required to pay for second helpings when these are available for purchase. Students are not allowed to leave campus during lunch. Failure to abide by these procedures will result in disciplinary action.

2018-19 Food Prices					
High School			Junior High		
Breakfast	Free		Breakfast	Free	
Lunch	\$2.40	\$0.40-reduced	Lunch	\$2.40	\$0.40-reduced

### CARE OF SCHOOL PROPERTY

Students are expected to take reasonable care of all school property, which includes lockers, books, equipment, furniture, and athletic uniforms. Students shall pay for damaged or lost school property. The principal and/or superintendent in accordance with fair market-place values shall assess payment. Any student who carelessly, intentionally, or maliciously defaces or damages school property shall be required to replace or repair the damaged property and may also be subject to disciplinary and legal action as deemed appropriate by the school's administration (JFCB Critical). See also VANDALISM.

### CHANGING CLASS SCHEDULES

Occasionally students will find it necessary to change their schedule. Changes will only be made if the teacher recommends the change, a student can better their schedule, or parents request a change after conferring with the principal. If a change is desired, a Class Change Form should be obtained at the principal/guidance office. This needs to be signed by the counselor/principal, signed by all the teachers involved and the student's parents. This form is not official until all the required signatures are obtained and the form has been returned to the counselor/principal. The counselor will give the student a carbon copy of the form to present to the teacher(s) of the new classes. Until this change is approved, students will continue on the old schedule. Students have three days at the beginning of the first semester and three days before the second semester begins to request a change.

### CITIZENSHIP STANDARDS FOR ELIGIBILITY

Please refer to this section at the back of this handbook, page 47.

## **CLASS RANKINGS**

Currently, the Valedictorian and Salutatorian is selected at the end of the seventh semester, using the 11.0 scale to determine the top two students in the class. The student with the highest cumulative weighted grade point average will be the Valedictorian. The student with the second highest cumulative weighted grade point average will be the Salutatorian.

Seniors must have been in attendance from the beginning of the senior year of high school in order to be included in the class rankings. Foreign exchange students are excluded from class rankings.

## **CLASSIFICATION OF STUDENTS**

Students will be classified into grade level based on the number of credits earned. Classification will determine placement in the yearbook and participation in various meetings and activities. Students will be classified at the beginning of the year. See the Junior High Retention Policy for classification of Junior High students.

26 Units to Graduate:

- Freshmen 0-4 ½ units, Completion of 8th Grade.
- Sophomore 6-11 ½ units plus one year of HS.
- Junior 12-18 ½ units plus 2 years of HS
- Senior 19-25 units plus 3 years of HS

## **COLLEGE VISITS**

Seniors will be allowed two college visits during the school year; one college visit is available for juniors who have taken the ACT (must be on file with the counseling office). College visits must be arranged three days prior to the visit through the principal/counselor's office. The student must have his/her teachers and parent sign a College Visit Form. Make-up work should be completed prior to the absence or at the teacher's discretion. After the student has returned, he/she must provide proof of attendance, provided by the college.

## **CONDUCT IN GENERAL**

Students are expected to be role models for the younger students in our school. ANY conduct which distracts or disrupts the educational climate and mission of the school is not acceptable and will not be tolerated. Our students are expected to demonstrate dignity, respect, and courtesy while attending school or school-sponsored activities. Misconduct will not be tolerated. Students who violate this rule will face disciplinary action deemed appropriate by the building principal.

## **CORRESPONDENCE/ONLINE COURSES**

Students who choose to participate in correspondence/online courses must have the course pre-approved by the counselor/principal. Credit will be accepted only through administrative approved and accredited institutions such as University of Missouri Center for Distance Learning. Students who are involved in correspondence/online courses are solely responsible for all costs incurred from college enrollment, including but not limited to tuition, books, materials, supplemental fees, etc. The student will complete the coursework after school hours. However, proctors for examinations must be official approved SCHOOL PERSONNEL; students must make arrangements with the appointed teacher to take proctored examinations after school. Only two credits may be obtained through correspondence/online courses. Students' grades for correspondence courses will be reported on the transcripts; students must submit original grade cards from the approved institution for credit to be awarded. Should these guidelines not be followed, credit will not be awarded.

## **CURRICULUM**

Students and parents should be actively involved in the process of planning students' courses that will be taken to ensure that the requirements for graduation are being met. In addition, those students who are interested in specialized programs, such as the college preparatory studies, vocational-technical programs, and other specialized programs, should make sure that the necessary credits are earned during the student's freshman and sophomore years.

Freshman	Sophomore	Junior	Senior
English I	English II	English	English
American History	World History	Math	Math
Physical Science	Algebra I or a higher math class	Biology	Science
Algebra I or Pre-Algebra	Chemistry	.5 credit of Government	
.5 credit of Physical Education	.5 credit of Physical Education	.5 credit of Personal Finance	
.5 credit of Health	.5 credit of Social Studies		

In addition to their requirements, freshman and sophomores are advised to complete their fine arts and practical arts credits. Information pertaining to graduation planning can be obtained through the high school counselor. Vo-Tech students' schedules will be adjusted to accommodate their technical curriculum.

### DAILY BULLETIN

The daily bulletin is available for students and teachers each day. The bulletin will be read during 1<sup>st</sup> hour after the Pledge of Allegiance. In addition, a copy of the daily announcements will be posted on the bulletin board in the hallway next to the principal's office.

### DIRECTORY INFORMATION

Parents need to be aware that student information is available to recruiters, the newspapers, etc. Refer to FERPA and directory information found of page 8 at the front of the handbook.

### DISMISSAL PROCEDURES

The Greenfield School District is legally responsible for the safety of its students during the school day. A parent or guardian is required to sign his/her child out at the office. The principal must ensure that students are released from school only for valid reasons and only to an authorized person. Students will not be released to anyone other than the parent without written parent/guardian permission. Telephone requests will be honored only if the principal recognizes the parent/guardian. Students will not be released from school for any reason without prior parent approval.

### DRESS CODE

Students are expected to display personal cleanliness, neatness, and appropriateness of attire at all times and at all school-sponsored activities. Decisions regarding appropriate attire will be based upon the following guidelines with the basic premise that **clothing must not be disruptive to the educational process.** Clothing cannot, in any form, advertise, support, or suggest the usage of tobacco products, alcoholic substances, or illegal drugs. Clothing cannot display or suggest inappropriate language or graphics of a sexual nature, or anything else that conveys an unacceptable or disruptive message, including gang affiliation. The administration and staff may set dress code regulations that are appropriate for specific functions. Faculty, staff, and administration determine what is reasonable or not. Refusal to change clothes when asked to do so will result in referral for insubordination/disrespect to staff.

#### General Guidelines

- All shirts must have sleeves; no cut-off shirts.
- Tops cannot expose revealing necklines. No cut out sleeves.
- Shirts and blouses must overlap jeans, pants, or skirt. Underclothing must be covered. No lacy or see through over jackets or blouses allowed.
- **Shorts, dresses and skirts must an *appropriate length*. Shorts must extend to or past the middle finger when arms are at side.** If it is determined that any clothing is not appropriate, or is determined to be disruptive to the educational process, the student shall be referred to the office for failure to comply with the approved dress code provisions.
- Class activities presenting a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.

- Leggings or tight jeans/pants may be worn if the shirt, dress, or top **is an appropriate length**.
- House slippers/house shoes are not allowed for safety reasons.
- Undergarments cannot be visible at any time. Shirts must be buttoned and pants worn appropriately. Tank tops must be 2-inches in width. No racerbacks are allowed. No cleavage to be shown.
- Headgear shall be removed as soon as students enter the building (ie: Hats, visors, and bandannas).
- Sunglasses or any other non-prescription eye covering is strictly prohibited.
- Chains hanging from clothing will not be allowed.
- Holes in clothing above the mid-thigh is not acceptable.

### **Physical Education Classes**

Students taking physical education are required to wear appropriate and safe attire. Shirts for PE may have sleeves removed, but no shirts may be worn that have the side seams open. **Shorts for PE classes must be an appropriate length.** Students cannot enter the hallways in gym clothing; if going outside for PE, students are expected to leave with the teacher through the door by the dressing rooms. The dressing rooms will be locked after students have dressed out for PE; students must use the restrooms and water fountain by the cafeteria during gym class. After class, students **MUST** dress in school appropriate attire that meets the regular classroom dress code as described in the “Additional Guidelines” above. Physical education classes are classes and, as such, students **MUST** receive permission from the teacher before leaving the gym.

Students wearing unacceptable attire will be asked to correct the problem or the administration will provide appropriate clothing. Repeated offenders may face additional disciplinary actions for insubordination. **Questions or problems that arise will be left to the judgment of the principal.**

### **DRUG TESTING POLICY**

Greenfield R-IV does require students and parents to sign a drug testing policy allowing for students to participate in random drug testing. A student who does not sign the policy, or whose parents did not sign the policy, cannot participate in any school-sponsored activity in the following three categories: Missouri State High School Activities Association (MSHSAA) sanctioned activities, competitive activities, and noncompetitive activities. Refer to page 49 of this handbook to review the policy. A drug testing form will be handed out the first day of school; this needs to be signed and returned by the end of the first full week of school.

### **DUAL ENROLLMENT**

Qualified juniors and seniors who are regularly enrolled may be authorized to take courses for college credit while completing high school requirements for graduation. Most institutions have pre-requisites for high school students; therefore, interested juniors and seniors should see the counselor before the academic year begins. Students who are involved in dual enrollment courses offered on campus or online are solely responsible for all costs incurred from college enrollment, including but not limited to tuition, books, materials, supplemental fees, etc. Students who enroll in online dual enrollment classes must enroll for a specific class period and complete all work during that assigned hour. Please be aware that, not only are students affected by the grade received at the high school level, but students’ college transcripts will be affected by dual enrollment grades. When a student graduates, he/she is responsible for requesting transcripts from the college(s) from whom the student was enrolled.

### **EMBEDDED CREDIT**

Beginning with the graduating class of 2014, embedded credit for English is available to Vo-Tech students enrolled at Lamar Career and Technical Center (Vo-Tech). Students must attend two full years of Vo-Tech and complete the embedded credit requirements to the satisfaction of Greenfield R-IV administration, as well as the administration and staff of Lamar Career and Technical Center. Students participating in this program will continue to be required to take English at Greenfield R-IV each of the four years enrolled at Greenfield R-IV High School; failure of the embedded credit and/or English courses at Greenfield could result in failure to graduate.

## **EMERGENCY EVACUATION DRILLS**

Emergency drills will be conducted routinely throughout the school year. Students will be expected to remain orderly and extremely quiet during the drills. Students shall not run, push, shove, yell, or talk loudly during the drills. Students who misbehave during an emergency drill will be referred to the principal for an automatic suspension from school.

- FIRE Drill: A fire drill will begin with several short rings of the bell. Listen for the teacher to direct you to the nearest designated exit. Once outside the teacher will take roll and will report any absences to the principal and/or administrative designee. Please remain quiet and wait for detailed instructions.
- TORNADO Drill: A tornado will begin with one very long ring of the bell. The teacher will then direct you to the designated shelter area where you are to crouch and cover your head against the interior wall. Students shall not talk or create any disruption during the drill. Students are to assume the correct drill position until the "all clear" is given by the administration.
- EARTHQUAKE Drill: An earthquake drill will be announced over the intercom. Students inside the building will move away from windows or other potential hazards such as bookcases. Students are to get under a desk or table or other shelter. Be silent so directions can be heard above the noise of an earthquake. If outside, get clear of all buildings, trees, exposed wires, or other hazards that may fall. Assume drop position until the earthquake is over. If on the bus, your driver will stop the bus. Students should assume drop position under seats or in the aisles.
- BOMB THREAT Drill: In case of a bomb threat, students will be evacuated from the building and will be taken to an area announced by administration. Follow instructions explicitly without talking.
- INTRUDER Drill: In an intruder drill, an announcement will be made using the intercom; teachers and students will be given instructions. Based on those instructions, teachers may lock doors and continue to teach or, may lock doors, cover windows and turn off lights. In the latter instance, students will be requested by teacher to move to a safer place within the room. Again, students should not be talking or moving about.

It is our expectation that students will take each drill seriously and will understand the evacuation procedures and escape routes. The school has adequate emergency facilities for the entire student body. Instructions for evacuation of building in case of fire, or for assigned areas in case of severe weather have been given to all teachers and are posted in each room. You are to follow the instructions explicitly. Remember, walk!

### **Parents**

In order for our emergency response plans to be effective, we count on the cooperation and assistance of many people. Therefore, we ask parents to observe the following procedures:

1. Please do not telephone the school. It is essential that the telephone system be available for emergency communications.
2. We will contact both the Springfield and Joplin Radio and TV Stations. Instructions will be provided on where to go and how to pick up your child.
3. Please talk to your children and emphasize the importance of our emergency drills and how important it will be to follow instructions during an actual emergency.
4. Carefully read all information you receive from school, including this handbook. Complete the Emergency and Information Form for your child (page 58) so we have accurate contact numbers.

## **EMERGENCY SCHOOL CLOSINGS**

The superintendent of schools has the authority to close any or all of the district's schools because of weather, plumbing, electrical, or transportation problems. Students and parents are encouraged to check with local radio and television stations for notification of school closings. You may also sign up for the Remind app to receive notifications by texting @83a06 to 81010.

## **ENGLISH LANGUAGE LEARNERS**

Assistance is available for students for whom English is a second language, or for whom English is not the primary language. For information on ELL services as well as services for migrant or homeless students, contact the High School Principal at 417-637-5328, ext. 317.

### **EXCESSIVE DISCIPLINARY REFERRALS (10 or more disciplinary referrals, excluding tardies)**

Students are expected to follow the rules and procedures set forth by the school board, administrators, and staff. Repeated failure to comply will result in serious disciplinary actions. **Once a student has received 4 or more disciplinary referrals (excluding tardies), he/she will automatically receive 5 days OSS. On the 6<sup>th</sup> referral, students will receive 10 days of OSS and must petition the district superintendent for re-admission. Students who have OSS are allowed to make-up work missed during the days served in OSS.**

### **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES –CLUBS**

Greenfield has a variety of clubs and organizations in which students are able to participate. At present, these organizations are: Art Club, FBLA, FCA, FCCLA, FFA, NHS, and JH and HS Student Council. Softball, girls and boys basketball, volleyball, football, track, cheerleading, scholar bowl, and baseball are sports available to high school students. Junior high has scholar bowl, Art Club, FFA, football, track, volleyball, and girls and boys basketball available.

### **ATHLETIC LETTERING REQUIREMENTS**

- 1) All eligibility requirements of the Missouri State High School Activities Association and the Greenfield R-IV School District must be met for an athlete to be considered eligible for consideration for an athletic letter.
- 2) The Greenfield R-IV coaching staff for each individual sport will determine lettering requirements for his/her sport. Information regarding all lettering requirements are on file in the office of the athletic director and the High School Principal's office. If you have questions or concerns, contact these individuals, beginning with the director of athletics.

### **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES – ELIGIBILITY**

To be eligible to participate in any extra-curricular activity/co-curricular organization, students must meet the following guidelines (see MSHSAA policy page 42):

- 1) The student must be enrolled and attending Greenfield R-IV Schools before he/she becomes eligible to participate in extra-curricular activities.
- 2) Any student who participates in extra-curricular and co-curricular activities must have passed 6 of 7 classes the preceding semester (3.0 units of credit).
- 3) Students cannot have failing grades. Grades will be checked on a weekly basis beginning on the third Monday of each semester. For the first "F" a student has in any class, he/she will receive a warning and will be given two weeks to improve the "F" to a passing grade. If the student has an "F" on any grade checks after the warning period during that semester, he/she will be placed on academic probation and will not compete in any extra or co-curricular events until all "F's" are removed from his/her grades.
- 4) Students must meet all applicable requirements of the MSHSAA (if the activity is a MSHSAA sponsored activity).
- 5) Students must attend a minimum of four entire class periods on the day of a scheduled school-sponsored contest or event. Students with an unverified absence or who are truant will not be permitted to participate in extracurricular contests or events including practice. Half-day absences must be approved by administration.
- 6) Students must adhere to all school rules and policies while participating in extra-curricular and co-curricular activities.
- 7) Students must display a positive attitude and excellent citizenship/sportsmanship at all times while participating in extra-curricular and co-curricular activities.
- 8) Students must attend school on a regular basis. Coaches and activity sponsors will routinely check the academic and citizenship status of their students throughout the school year and especially during the scheduled season of competition.
- 9) Coaches and sponsors of extra-curricular and co-curricular events may have additional requirements for participation and/or continued participation.

## **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES – STUDENT ATTENDANCE**

Students are encouraged to attend all extracurricular activities in which Greenfield Junior/Senior High School is involved. Students are expected to follow the same guidelines for behavior as during the regular school day. Any student who leaves an extracurricular activity or event will not be permitted to return unless the student has received prior administrative approval to do so. Students' absence during the school day must be approved by administration before attending extra-curricular/co-curricular functions. **Students absent for the school day due to illness, ISS, or OSS cannot attend extracurricular events/functions. Failure to adhere to this policy may result in suspension from after school activities, events and functions.**

## **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES – TRANSPORTATION**

It is the intent of our school district to provide adequate transportation for all students participating in school-sponsored activities. Students are REQUIRED to utilize the transportation provided by the school district to all activities. In the event that a student cannot ride the school bus to a school activity, a parent or guardian must contact the principal prior to the departure time. Students will not be permitted to ride with another student to a school-sponsored activity. In order for students to ride home from a game with another parent, there must be written parental permission followed up with a phone conversation with the coach or sponsor. Students may ride home from an activity with their parents. The parent must personally contact the coach or sponsor and sign out his/her child if the child will not be riding the bus back to school after the event. **In the event that a student misbehaves while attending a school-sponsored activity, parents will be contacted and expected to provide transportation home for their child.**

## **FALSE ALARMS**

Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of school property.

1<sup>st</sup> offense – restitution, principal-student conference, detention, ISS, 1-180 days OSS, expulsion

2<sup>nd</sup> offense – restitution, ISS, 1-180 days OSS, expulsion

## **FIELD TRIPS**

Students who are eligible to attend school-related field trips must have an absence form completed and signed by a teachers and parent/guardian. The student must also obtain an absence form from his/her sponsor with whom they will be attending the field trip. All assignments must be completed in advance or at each classroom teacher's discretion. In the event that a child misbehaves while attending a field trip, parents will be contacted and expected to pick-up their child from the field trip location. Teachers and administrators may set additional eligibility requirements for field trips; one example might be that students may become ineligible for a specific field trip if they have received disciplinary office referrals. Students misbehaving on field trips will be ineligible to attend future field trips and may face additional disciplinary action as determined by the sponsor, teacher and/or principal.

## **FOOD AND DRINK**

Eating and drinking in class can be a distraction from the learning process and can cause additional cleaning expense, as well as wear-and-tear on the facility. **Food is prohibited in the classroom during instructional time. Students may have bottled water with them throughout the school day.**

**Soda and any other bottled or canned drink is not permitted nor allowed to be consumed in the classroom or hallways at any time during the school day. In addition, all food and drink other than bottled water is also prohibited the hallways between classes.**

## **FREE AND REDUCED LUNCHES**

Eligible students, as determined by appropriate school officials—based upon guidelines established under the national school lunch program—will be provided nutritionally acceptable meals at no cost or at a reduced cost. Names of students who participate in these federal programs will be kept confidential. Qualified students interested in these programs should have their parents complete the necessary application forms. These forms should be submitted to the principal as soon as possible (EFB Critical).

## FUNDRAISING ACTIVITIES

All fundraising activities must be pre-approved by the sponsor and principal and must be scheduled on the master calendar. Fundraising activities shall be limited to four school weeks. Monies gained from fundraisers must be used for educational activities and events.

## GRADE REPORTING

Students will receive grade cards upon the conclusion of each quarter (approximately every nine weeks). Mid-term progress reports will be provided approximately four and one-half weeks after the beginning of each new quarter. Bi-weekly reports are sent to those students receiving failing grades at that point. Teachers are encouraged to notify parents whenever a child's grade drops below a "D". Parents are encouraged to maintain routine communication with their child's teachers concerning academic progress and citizenship.

## GRADING SYSTEM

The following grading scale will be used in the evaluative procedures appropriate to the instructional level of the students

Grade	Percentage	Grade	Percentage
A	93-100	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
C+	77-79	F	59 or below

## GRADUATION PARTICIPATION POLICY

Students may participate in graduation ceremonies once they have completed all the Greenfield R-IV School District graduation requirements as approved by the Greenfield R-IV School District Board of Education. Graduates and parents will receive a letter regarding the events, dress code policy and behavior during the event.

## GRADUATION REQUIREMENTS

Graduation requirements for the Greenfield School District shall be a minimum of **26** units of earned credit completed during grades nine and above. In addition to the program of studies for graduation, students must pass proficiency exams in the Missouri and United States Constitutions. All seniors and their parents will be provided a list of graduation requirements by the school counselor, as well as the individual student's credits earned during the first quarter of his/her Senior year. It will be the responsibility of the parent/guardian and the student to ensure that all graduation requirements are met. In addition to the required amounts of courses in various curricular areas, there are specific required courses within curricular areas including: 1 Unit English I, 1 Unit English II, 1 Unit American History, 1 Unit World History, .5 Unit Government, 1 Unit Algebra, and 1 Unit Biology. Students desiring to attend college need to consider college entrance requirements for the college of his/her choice. Additional courses may be needed such as a fourth math course and one to two year's foreign language.

### REQUIREMENTS FOR Graduates of 2010 and later

Communication Arts	4	Units Required
Social Studies	3	Units Required
Mathematics	3	Units Required
Science	3	Units Required
Fine Arts	1	Unit Required
Practical Arts	1	Unit Required
P.E.	1	Unit Required
Health	.5	Unit Required
Personal Finance	.5	Unit Required
Electives	9	Units Required

26 Units Required

### **Early Graduation**

Students who wish to graduate early will be required to meet with a guidance counselor/principal; written notification must be submitted. The student must also obtain three written letters from staff members or community members addressed to the Board of Education, recommending the student be granted permission to graduate early. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, but will be considered an alumnus for all other activities, and therefore, will not be eligible to attend any school sponsored events such as prom or senior trip. The student will receive a diploma if the student has met the Greenfield R-IV School District's graduation requirements.

### **HALL PASSES**

Students leaving any classroom must have a written "Corridor Pass" issued and signed by their teacher. This pass must include the student's name, date, time leaving, destination, and teacher's signature. Students in the hallways without a pass will be escorted back to class and will possibly face additional disciplinary action. Students should not ask to use the restroom, get a drink of water, use the telephone, go to their locker, or visit with another teacher during class time. Students will not be allowed to receive telephone calls during class time. Students should remember that they can be counted tardy when not in class and seated at the required time, and can be considered truant when they do not return to class or report to the area indicated on the hall pass.

### **HALLWAY CONDUCT**

Students shall not run, jump, skip, shout, litter, or create a disturbance in the school's halls. Students misbehaving in the halls or lobby areas will be sent directly to the principal for appropriate disciplinary action. Students are not permitted to group, congregate, or block the flow of traffic in any way.

### **HARASSMENT**

Any form of harassment, whether verbal, non-verbal, or physical, against another person based on age, color, creed, disability, gender, marital status, national origins, race, or religion is strictly prohibited and will be subject to disciplinary action as determined by the principal and/or superintendent. Any act of racial or sexual harassment is strictly prohibited and will not be tolerated. Students involved in such action may be suspended from school up to 10 days or more depending upon the severity of the offense.

### **HOMELESS**

A student who is considered homeless is an individual who is defined in the Stewart B. McKinney Homeless assistance act as one who:

- 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), an 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 in 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.

Please notify the high school principal at 417-637-5328 if you become aware of a student in the Greenfield R-IV School District who might fit the criteria as homeless.

### **HONOR ROLL**

The honor roll is designed to give recognition to these students who have achieved excellence in grades. Honor roll will be recognized each quarter. Students with all A's will be listed on the All A Honor Roll; students with A's and B's will be listed on the A/B Honor Roll. Any student with a D or F will not be considered for the Honor Roll.

## **HORSEPLAY**

Horseplay is defined as pushing, shoving, poking, tripping, wrestling, etc. Such behaviors often escalate to more violent situations; therefore, students are required to keep their hands to themselves at all times. Should anyone be injured as a result of horseplay, the policy relating to assault will be followed.

- 1<sup>st</sup> Offense – Principal/Student Conference-ISS depending on severity
- 2<sup>nd</sup> Offense – One-three day(s) ISS and parent phone call
- 3<sup>rd</sup> Offense – Three-ten days ISS and principal/parent/student conference
- 4<sup>th</sup> Offense OSS (3 days)

## **ILLNESS AT SCHOOL**

Students who become ill during the school day will be referred to the school nurse or the high school secretary. The school nurse or secretary will determine if a student should be sent home. In the event that a student is sent home due to illness or injury, parents will be notified immediately. Students may not leave the school without parent permission given to the school nurse/secretary. **Students are not authorized to contact parents for early release without the nurse's permission or permission of the school secretary.** No medications, either prescribed or over-the-counter, will be administered without parent approval. ALL medications must be kept in the secretary's office. The nurse/secretary will dispense all medications as prescribed by a physician or pharmacist. The nurse is not authorized to dispense Tylenol or Ibuprofen or any over the counter products without parent permission.

## **IMMUNIZATION OF STUDENTS**

Refer to Nurse's Office Policy.

## **IN-SCHOOL SUSPENSION (ISS)**

In-School suspension may be assigned as a consequence for inappropriate behavior. Students must report to the assigned location with their books, paper, and a writing utensil. The students will remain in ISS, following the ISS rules, for the duration of the assigned time. In the event that a student is absent from school on a day that they are assigned to ISS, the ISS will be served the next day ISS is available. In addition, if school is not held on a day that ISS is assigned, the student will serve ISS the first day that ISS is available. Students are not allowed to participate in any events before, after or during school on the day of ISS. Any student who is assigned to ISS must adhere to the following rules:

- (1) No talking
- (2) No sleeping
- (3) All students must come prepared with work to be done during ISS
- (4) No food or drink shall be consumed during the detention period (with the exception of the lunch)
- (5) Restroom breaks, water fountain and lunch breaks will be determined by ISS teacher
- (6) Additional work will be provided for students in ISS throughout the day

Students who fail to adhere to detention rules will receive further disciplinary action.

## **INSTRUCTION IN HUMAN SEXUALITY**

Several courses in junior high and high school touch on issues concerning human sexuality. Abstinence, medically factual information about contraceptives of all forms, seriousness of sexually transmitted diseases, emotional and psychological consequences of preadolescent and adolescent sexual activity, conflict management, personal responsibility, the laws pertaining to financial responsibility to children born in and out of wedlock, and laws on statutory rape are some of the issues that may be covered. Parents may opt to remove their child from any part of the human sexuality instruction.

## **INSUBORDINATION**

**Any student refusing to comply with a faculty or staff member's reasonable request or directive will be considered insubordinate. Insubordination includes not following directions, not attending to learning tasks, and not displaying respect. Insubordination occurs when a student is told more than once to do something. Penalties for insubordination are as follows:**

**1<sup>st</sup> offense-- 1-3 days ISS/ Parent contact.**

**2<sup>nd</sup> offense-- 3-10 days OSS. Principal/Parent/Student conference.**  
**3<sup>rd</sup> offense-- 10 Days OSS and long-term suspension recommended.**

### **INSURANCE**

For a nominal fee, parents/guardians may purchase insurance coverage for their children. Enrollment forms are distributed early in the school year and are available at all times in the principal's office. All students participating in interscholastic athletics as sanctioned by the MSHSAA must have adequate medical and hospitalization insurance. The name of the insurance provider must be on file in the principal's office and with the coach prior to the first day of practice.

### **INDEPENDENT STUDY**

Independent study class will only be used in extreme cases where an upperclassman is behind on credits for graduation. Examples of these conditions would be sickness or scheduling conflicts by transfer.

### **INTERSCHOLASTIC COMPETITION**

Greenfield R-IV School District offers the following interscholastic sports: Football (JH & HS), Volleyball (JH & HS), Boys & Girls Basketball (JH & HS), Track (JH & HS), Baseball (High School), Softball (High School), Cheerleading (JH & HS), and Scholar Bowl (JH & HS).

### **INTERNET ACCEPTABLE USE POLICY**

Access to the school's computers, the electronic network, the Internet, and all district software, is a privilege and not a right. This privilege may be revoked at anytime for abusive or malicious conduct. Students using the Internet accept the responsibility of keeping all inappropriate files, or files that could damage the reputation or the integrity of the school district from entering the schools via the Internet. According to the Greenfield R-IV Acceptable Use Policy, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Adherence to this policy will be strictly enforced. A completed Internet Usage Form must be submitted to the technology facilitator before a student will be assigned a username and password. Students violating the Internet access policy will face disciplinary action as determined by the principal and/or superintendent.

### **LIBRARY MEDIA CENTER**

The library/multimedia center is provided for students' academic and personal enrichment. Care should be given to all books, periodicals, equipment, computers, printers, and furniture. Students will be expected to pay for all lost or damaged materials. Student behavior in the library must be exemplary as others are there to learn. The librarian has the authority to maintain order and discipline students as necessary. The library is open each day from 8:00 a.m. to 3:30 p.m. Please consult the librarian for specific checkout procedures, library rules, and Internet access procedures.

### **LOCKERS**

Lockers are the property of the school district and are provided for students' convenience. Each student will be assigned a locker at the beginning of the school year. Once a locker has been assigned, students may not change without permission from the principal. Students are responsible for the contents of the locker to which they are assigned. Lockers must be kept neat, clean, and well-organized at all times. Lockers with unauthorized locks will be removed. Lockers will be subject to periodic searches without warning. The school district shall not be held responsible for any items that are lost or stolen from lockers (both gym lockers and school lockers). Students will be held responsible for damage of lockers.

## **LOST AND FOUND**

Lost items will be taken to custodial storage. Please check in the office for lost items. You will be asked to describe the lost item, in detail, before claiming it.

## **DETENTION**

For the Junior High and High School, each written discipline notice is reported to the principal, and will result in a morning detention. The student will be notified the day before the detention and he/she will report to the designated classroom at 7:45 A.M. When the student has been written up for the fourth time, he/she will be referred to the principal for the following consequences:

- 1<sup>st</sup> offense reported to the principal: Detention/Parent notice signed
- 2<sup>nd</sup> offense reported to the principal: Detention/Parent notice signed and phone call
- 3<sup>rd</sup> offense reported to the principal: Detention/Parent notice signed and phone call
- 4<sup>th</sup> offense reported to the principal: One day ISS/Parent call

When a student is given a discipline notice, he/she will receive a copy of the notice. The student must have his/her parent sign the notice and return the notice to the teacher the next school day. Should a student fail to follow this procedure, he/she will immediately be referred to the office for discipline in accordance to the above mentioned procedure.

## **MEDICATION POLICY**

Please refer Nurse's Office Policy.

## **MIGRANT**

Students who have educational barriers that result from repeated moves due to parent(s)/guardian(s) employment, may qualify for additional services such as tutoring after school to give them the opportunity to succeed in regular school programs, attain grade-level proficiency, and achieve the Show-Me Standards established for all children in the state.

## **MISSOURI SAFE SCHOOLS ACT**

It is very important for every student and parent to know that provisions of the Safe Schools Act require the Greenfield School District and other districts in the state of Missouri to share discipline records when a student transfers to another school district and to make that information available to law enforcement agencies when required. It is also important to note that some disciplinary offenses must be reported to local law enforcement.

## **NOTICE OF POLICY PROHIBITING SEXUAL HARASSMENT**

The school district is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal/non-verbal, physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district against any person is strictly prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective disciplinary action taken, up to and including suspension, and/or expulsion of the student or suspension and/or termination of the employee. Please refer to the school's administration and Board Policy for resolution of discrimination complaints.

## **NURSE'S OFFICE POLICY**

The following is outlined in the Greenfield R-IV School's Nurse's Office Policy Manual.

- To attend school, all students must have received the minimum number of immunizations required for polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, Hepatitis B, and varicella. Religious exemptions are allowed.
- Children will be required to be adequately immunized at the time of entrance to school.
- Students may continue to attend school if the immunization process has begun and is progressing on a schedule recommended by the Department of Health.
- It is unlawful for any child to attend public school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it.
- School and childcare personnel may require any child to be examined by a physician if they believe the child can infect others. The child may be excluded from school/child care until a

physician determines the child cannot infect others, or until a recommended exclusion period has passed. The nurse has the right to require medical clearance from physician in case of suspected contagious/infectious disease. Students who are infected with nits or lice will be sent home and cannot return until the nurse determines the child is no longer infected.

- Parents will be notified of accidents/injuries occurring in the school related setting; these situations may require follow up assessments. The child will be assessed here at school, treated and the parent/guardian notified; the school may call an ambulance for any student at any time if medically indicated.

### **COMMUNICABLE DISEASES**

Students or staff with communicable diseases should not be allowed to attend or work in a school or childcare setting until they are well. By enforcing the state communicable disease regulations, excluding children who are ill, and promptly reporting all suspected cases or communicable disease, personnel working with children can help ensure the good health of the children in their care.

If your child has an elevated temperature of 100.4 degrees or more, he or she should remain home until fever free for 24 hours (without the use of fever-reducing medication such as Tylenol and Advil, since they remain contagious to others). If your child has diarrhea or is vomiting, he or she needs to remain home until diarrhea or vomiting has ceased for 24 hours.

Head lice checks are conducted throughout the year as needed; students who have an active case will be sent home and parents contacted by phone to be advised of the appropriate treatment. Students will not be allowed to return to school until the parent/guardian has brought the child in for a head check by the nurse. Parents/guardians must notify the school when they become aware that their child has head lice. Frequent occurrences of head lice will result in the school notifying the proper authorities; days missed due to head lice infestations are **NOT** excused.

### **MEDICATION POLICY**

With the exception of students in special education programs, or those with Section 504 accommodation plans, the school district is not obligated to supply or administer medication to children.

#### **I. Prescription Medication**

- The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. However, for maintenance medication, such as Ritalin or inhalers, the doctor must also sign a specific permission form provided by the school nurse.
- The district will not administer the first dose of any medication. The school nurse will not, without clarification from the prescriber, administer any medication if the dosage exceeds the recommendations of the manufacturer.
- The parent/guardian will supply the medication in a properly labeled container from the pharmacy, with only those doses to be given at school, and with any instructions for any special need for storage, e.g., refrigeration. Medication supplies should not exceed a thirty-day supply.

#### **II. Over-the-Counter (OTC) Medications**

The school will use reasonable and prudent judgment in determining whether or not to administer any medication, including OTC medications.

- A. Parent/Guardian must provide a written request and supply any OTC medications (Tylenol, Advil, cough drops, antacids, Pepto-Bismol, cough syrup).
- B. Any OTC medications must be in their original containers.
- C. Medications must be age appropriate, we will follow manufacturers labeling.
- D. ALL over the counter medications will be administered at the office between classes only and shall not be released to the office for OTC medications during instructional time.
- E. If chronic use of any OTC medication is needed or complaints such as headache, etc. will require a doctor's consent and require that parent/guardian provides medication.

### **III. Handling, Storage and Disposal of Medications**

1. A parent/guardian or other responsible adult shall deliver all medications to be administered at school to the school nurse or other responsible person designated by the school nurse. The medication must be in a pharmacy or manufacturer's labeled container.
2. Expiration dates on any medications must be checked on a routine basis.
3. Parent/Guardian may retrieve their student's medication from the school at any time.
4. All medications shall be returned/destroyed at the end of the school year.

### **STUDENT EMERGENCY MEDICAL INFORMATION FORMS**

A current student emergency medical information form must be kept in the nurse's office to ensure adequate and prompt care. All information included on the emergency medical information form is strictly confidential and must be kept secure.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-school suspension may be assigned as a consequence for inappropriate behavior. Students who are assigned out-of-school suspension may not participate in or attend any school activities (at home or at another location) and may not be on school grounds at any time during their suspension (including weekends). A student must attend one day of school, following a suspension, in order to be eligible to attend school-sponsored activities. All students who are suspended or expelled are prohibited from being on school property or within 1000 feet of school property for any reason unless permission is granted by the superintendent or designee. Students serving out-of-school suspension should ask teachers for the work that they have missed in order to keep up in class. Failing to meet the condition of suspension for an offense that requires reporting to law enforcement, or for an act of violence/drug-related activity, etc. is a serious offense.

1<sup>st</sup> offense – verbal warning, ISS, 1-180 days OSS, or expulsion

2<sup>nd</sup> offense – verbal warning, ISS, 1-180 days OSS, or expulsion

### **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences will be held in the fall of each school year. The first conference time will be held one week after the end of first quarter. Parents of Junior/Senior High School students do not need to schedule an appointment with their child's teachers. However, for parents of students who are at-risk of class failure, conferences will be scheduled. The parent(s)/guardian(s) will be notified by letter of the appointment date and time as well as the teacher with whom the parent has the appointment. Between conferences, the teachers will be available during the conference hours for walk-in visits. Please take note of the school calendar near the end of this handbook for the specific times and dates.

### **PARENTS**

The education of our students is a cooperative understanding between parents and the school. Please have your student in attendance every day possible. Communicate with the school and with your student's teachers for first hand information on your child's progress. Our student records program has a parent portal available for parents to view grades, attendance and discipline. Contact the high school secretary for your user name and password. You are welcome to call the high school office to set up appointments to meet with teachers; you may also contact teachers through school e-mail. Please approach school related activities, conferences and issues in a positive manner. Your input is welcomed.

### **PARENT'S RIGHT TO KNOW**

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

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

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

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

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

### **PEER TUTOR**

As part of the A+ program at Greenfield R-IV, students participating in the program may be assigned as a peer tutor for a particular teacher. The A+ Coordinator, the counselor and the principal will determine qualified students. Particular attention will be paid to each student's academic strengths. A Peer Tutor position is available only for seniors who have enough credits to graduate, has a 3.0 grade point average, 95% cumulative attendance and have no discipline record which would restrict participation in the A+ program including a proven record of leadership, trustworthiness, dependability, responsibility and integrity. As peer tutors, students may tutor other students in the classroom, teach a lesson, etc. A Peer Tutor cannot participate in both the Teacher Aide Program and the Peer Tutor Program. Tutors can receive credit and must adhere to all building rules and regulations regarding behavior, attendance and hallway access. Failure to do so may result in removal from the Peer Tutor Program as well as the A+ Program.

### **PLAGIARISM**

Plagiarism is defined as the act of stealing and passing off as one's own the ideas and/or words of another. It is also using another's work or production without crediting the source. Plagiarism will be taken extremely seriously and punishment will be dispensed, including a zero on the assignment.

### **PLAN TEST**

The PLAN test is a pre-ACT test given to sophomores in October each year. It is a valuable tool students can use to assess weaknesses and strengths, prepare for the ACT, and for placement in special programs. The test is given at Greenfield High School at no cost to students.

### **POCKET KNIVES**

Possession of a knife of any size by a student is strictly prohibited on school property (RSMo 571.010). Possession of a knife with a blade of 3 inches or less is not necessarily a violation of the Safe Schools Act but is still considered a weapon on school property, and could be turned over to law enforcement depending upon its intended/suspected purpose. Switchblade knives of any length are strictly prohibited. If the intent was to threaten or harm another, an additional punishment of 1-10 days OSS and/or long term suspension or expulsion may be determined necessary by school administration.

1<sup>st</sup> offense -- Confiscation, principal/student conference, Detention, ISS, 1-180 days OSS, and/or expulsion.

Subsequent offense – Detention, ISS, 1-180 days OSS, and/or expulsion

### **PROM**

Students who wish to attend Prom must meet the eligibility requirements for extracurricular activities, including the Greenfield R-IV Drug Policy. Students of Greenfield High School grades 11-12 will be permitted to invite one guest to the prom. Prom guests must be a 9<sup>th</sup> grade student or above with a maximum age of 20. All students who invite out of school guests to the prom must complete the Prom Form with their name and the guest's name and returned to the principal's office or other designated location. The principal approves guests by a set date, which will be published in the bulletin. Students and/or guests who have dropped out of school will not be allowed to attend prom. When students leave the prom they will not be permitted to return. No containers or beverages may be brought into the prom. All in attendance at the prom will be required to adhere to all district policies.

### **PUBLIC DISPLAY OF AFFECTION**

Student displays of affection are not permitted on school property or at school-sponsored activities. Displays of affection include, but are not limited to, kissing, embracing, and inappropriate touching or groping. Students may hold hands. See Sexual Harassment.

### **RETENTION POLICY FOR JUNIOR HIGH**

Students who fail two or more core classes (English, Math, Science, Social Studies) during any quarter first semester and/or second semester will be considered for retention to the next grade. Retention may be waived if the student raises his/her grade by the end of second semester or if the student attends 36 hours of tutoring after school. Students who fail three or more core classes will be retained for the next school year.

Students who are under an Individual Education Plan (IEP) may or may not be required to meet the guidelines of this policy. The IEP will set forth the guideline that these students will meet.

### **SECRET ORGANIZATIONS**

The Board of Education prohibits the organization of school-sponsored fraternities, sororities, or other secret organizations wherein membership is determined by members themselves rather than on the basis of free choice.

### **SEMESTER FINALS**

Semester Finals will be given at the end of the first and second semesters; exams will only be administered during the scheduled time. Students who have a 95% attendance and a 90% or higher in class may opt out of taking two class finals in which they meet the requirements. **Does NOT include dual credit.** Students will not be allowed to take exams early unless prior arrangements are made in advance with an administrator for extenuating circumstances. Makeup exams for excused absences will be completed at the teacher's discretion.

### **SENIOR TRIP**

A senior trip is available to seniors who qualify to graduate. If there is any question as to whether or not the student is at-risk of failure to graduate due to grades, he/she will not be allowed to participate in the Senior Trip. Students will be required to pay for their tickets, meals and all activities planned for the trip. School dress code and discipline code will apply. This trip is NOT an overnight trip; it is a day trip. Students who fail to comply with these stipulations will be subject to disciplinary action including but not limited to parents being called to come get the student

Requirements for this trip are:

1. No office referrals during the school year.
2. No failed drug tests.
3. No current deficient grades (D or F)

### **SPORTSMANSHIP**

Greenfield Junior/Senior High School values good sportsmanship and spirited support for our school. We support the Missouri State High School Activity Association's (MSHSAA) mission, which "promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support democratic principles of our state and nation." We expect our players, coaches, students, parents, and fans to display high standards of dignity and respect at all activities. Student conduct must be in accordance with the rules and expectations outlined in the Student/Parent Handbook. It is our goal that everyone will maintain pride in self and school. Offensive and embarrassing behavior will not be tolerated. Violators of good sportsmanship will be subject to loss of school citizenship and consequences outlined on page 47 of this handbook.

### **STATE ASSESSMENT**

The Greenfield R-IV School District participates in the Missouri Assessment Program (MAP); this program includes the Grade-Level Assessments and the End-Of-Course Assessments (EOC). All students who are enrolled in a grade level or course that takes an assessment are required to participate in the testing program. The EOC assessments will be entered in the grade book and counts as 10% of the student's

final grade for the course. Any student who has an Individualized Education Plan (IEP) will take the assessment with the necessary modifications that are stated in the IEP.

### **SURVEILLANCE IN THE SCHOOL**

Students in school are subject to observation at every place in the school at all times and in all reasonable fashions. This includes, but is not limited to video cameras, computer checks, and locker searches.

### **TARDIES TO CLASS**

A student is considered tardy if he or she is not in class before the tardy bell begins to ring. Teachers may use discretion in special circumstances. Once a student has received his or her 5<sup>th</sup> tardy to any class, that student will be sent to the office for disciplinary actions.

5<sup>th</sup> Tardy –Parent notification/Principal/Student Conference

6<sup>th</sup> and up Overall Tardy-One Day ISS/Parent/Principal/Student Conference

Students who arrive to class more than 5 minutes late must have a written excuse from a teacher, or they will be considered truant and will face disciplinary actions.

### **TEACHER/OFFICE CADETS**

The opportunity to be a teacher/office aide will be reserved only for seniors who have enough credits to graduate, have a proven record of leadership, trustworthiness, dependability, responsibility and integrity. The counselor and the principal will jointly approve the student. Students will be limited to one aiding experience and must maintain a 2.0 grade point average and maintain 93% attendance in the previous school year. One unit of credit may be earned as an elective if all requirements are fulfilled. Each high school teacher will be allowed one aide. A Teacher Aide cannot participate in both the Teacher Aide Program and the Peer Tutor Program. Teacher Aides must adhere to all building rules and regulations regarding behavior, attendance and hallway access. Failure to do so will result in removal from the program.

### **TELEPHONES**

Student use of classroom telephones is prohibited. Students may use the office telephones if there is an emergency. All telephone calls require administrative or Administrative assistant's approval and shall be limited to short duration. If a student receives a telephone message during the day, the message will be delivered during transition between classes, at lunch, or at a convenient time for the messenger. Students are permitted to receive and return cellular phone calls and text messages between 7:45 and 8:20 a.m. during lunch, and between classes throughout the day. **Junior high and high school cell phone use is prohibited during instructional time.** Students may be required to place cell phones in designated area during instructional time. Failure to comply will result in consequences listed below.

### **CONSEQUENCES FOR VIOLATIONS:**

**1<sup>ST</sup> offense:** Phone will be held until the end of the day in the high school principal's office and will be held until the end of the day. It can be picked up by parent/guardian.

**2<sup>nd</sup> offense:** Phone will be held in the high school principal's office until picked up by a parent/guardian. A letter outlining the cell phone policy will be provided to the parents at the time that the phone is returned. In addition, student will serve one day before or after school detention.

**3<sup>rd</sup> offense:** Phone will be held in the high school principal's office until parent/student/principal conference. In addition, student will serve 1-3 days of ISS.

**4<sup>th</sup> offense:** Phone will be held in the high school principal's office until picked up by a parent/guardian. In addition, student will serve five days in ISS

## **TOBACCO/TOBACCO RELATED SUBSTANCES**

Any use of tobacco is prohibited on Greenfield R-IV School District property. All “snuff,” “dip,” “chew,” and similar substances will be treated as tobacco, regardless of chemical composition, and is prohibited. Additionally, to maintain the objective of a healthy lifestyle both in demonstration and in practice, electronic cigarettes and any similar vapor device is also prohibited from being used on school district property.

## **TRANSFER CREDITS**

Transfer credits will be evaluated and interpreted by the high school counselor. The Greenfield R-IV School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies. Acceptance of transfer credits for correspondence courses delivered through these approved sources but taken outside of regular school hours will be limited to two credits only. The courses must have been taken during the student's high school career. All MO VIP courses will be accepted as mandated by law. Parents/guardians of home-schooled children must provide documentation as required in 167.031, RSMo. In addition, home-schooled children must be tested using the Woodcock-Johnson Achievement Test; grade placement will be made based on test results.

## **TRUANCY**

Students who are absent from school without the knowledge and consent of their parent/guardian and the administration, or students who leave school during the day without administrative consent, shall be considered truant from school. Student may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians. Any work missed during truancy may not be completed for credit. If a pattern of truancy develops, the local juvenile authorities will be contacted immediately. Students will be disciplined in accordance to policy. See attendance policy.

## **VANDALISM**

Incidents of willful or malicious abuse, destruction, defacing, damage and/or theft of the school's property are clearly contrary to the best interest of the school district and injurious to the rights and welfare of the entire community. The Board shall seek all legal redress against persons found to have committed such acts. Students found guilty of willfully defacing, damaging, abusing, destroying, or stealing any school property will pay for all damages caused thereby, and may be suspended or expelled as provided by law. Depending upon the seriousness of the vandalism or theft, the action may be reported to the local law enforcement agencies (ECA Critical).

## **VISITORS**

Any person not enrolled as a student in this school or employed as a staff member must report to the office upon entering the building. All classroom visitors must have prior administrative approval. No school age visitors will be allowed during school hours. Parents and patrons of the district are always welcome in our schools. They should check in with the office upon arrival. It is always best to schedule an appointment with the teacher(s) or principal ahead of time.

## **VO-TECH STUDENTS**

All students who plan to attend the Lamar Career and Technical Center cannot drive without prior signed permission from parents, Vo-Tech and the Greenfield principal. All Vo-tech students may enter the building at 7:45 a.m. to eat breakfast, then proceed to the Spanish Room to wait until the bus leaves at 8:00 a.m. The bus will pick up Vo-tech students at the north side of the High School in the bus lane. Students participating in the Vo-tech program can earn a maximum of three credits per school year towards graduation; students will lose one hour of credit per year for travel time and therefore will be required to have only 24 credits towards graduation. The Vo-tech is confined to Jr/Sr students only. All

students who plan to participate in the Vo-tech program must plan their schedules so that all required courses for Freshmen and Sophomores (see Curriculum in this handbook) are concluded by the end of their Sophomore year. Students who enroll in Vo-tech should be aware that they are making a commitment to complete a two-year program. **Greenfield dress code, discipline code, and attendance code applies to students who attend Vo-Tech.** Attendance is of particular importance as missing over five absences will result in removal from the program. Attendance is taken each day prior to students boarding the bus. Sometimes, Lamar School District has a different start and end date; Vo-Tech students will adhere to the start and end dates of Lamar for the purposes of articulation and earning embedded credit.

**Students are not permitted to go to their cars parked in the student parking lot upon returning from Vo-tech.**

### **WEBSITE INFORMATION**

The Greenfield R-IV School has a website that provides information about the school, staff, and activities. The website is located at <http://www.greenfieldr4.org>

### **WEIGHTED COURSES**

Weighted classes have been added to the school policy to encourage students to take upper level classes. The classes provide students with extra incentives to take the courses. On 11.0 scale, add 2.0 points to each grade in which student meets grade requirement. The following is a list of courses that will be affected: College Prep English, Advanced Math, Adv. Chemistry, Pre-Calculus; and any Dual Credit courses.

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Board Policy JG-R

### **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

#### **Reporting to Law Enforcement**

It is the policy of the Greenfield R-IV School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

**Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

**Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. The board authorizes building level administrators to use discretion concerning disciplinary actions based upon the severity and circumstances of the offense. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic Dishonesty** -- Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work. Parent notification, principal conference
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities. Teacher/Parent/Principal conference

**Arson** -- Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution
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Offense:	if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-5 days out-of-school suspension, or expulsion and referral to law enforcement.
Subsequent Offense:	In-school suspension, 10 days out-of-school suspension, or expulsion and referral to law enforcement.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion and contact of law enforcement.
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**Automobile/Vehicle Misuse** -- Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Five days suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, 3 days in-school suspension, or 10-180 days out-of-school suspension.

**Bullying and Cyberbullying (see Board policy JFCF)** -- Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:	Minimum of three days in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)** -- Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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First Offense:	Principal notifies parents; warning to one day off bus.
Subsequent Offense:	Student/principal conference, parent notified; 2-day suspension.

**Dishonesty** -- Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, parent notification, detention, 1-5 in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Nullification of forged document. Parent notification, Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** -- Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, 1-3 days in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	5-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	10 days In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	10 days In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Extortion** -- Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension, and referral to law enforcement.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion, and referral to law enforcement.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning 1-10 days In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Verbal warning, 1-10 days In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** -- Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. Principal/Student conference, 1-10 days In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")** -- Mutual conflict in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, 5 days in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	5-10 days In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** -- Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, 5-10 days in-school suspension, or 1-10 days out-of-school suspension.

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature, or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	5-10 days In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	5-10 days In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Hazing (see Board policy JFCF)** -- Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	Minimum of five days of in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Incendiary Devices or Fireworks** -- Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, 1-3 days in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, 5-10 days in-school suspension, or 1-180 days out-of-school suspension.

**Nuisance Items** -- Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, 1-3 days in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** -- Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	1-3 days In-school suspension, or 1-10 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** -- Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, 1-3 days in-school suspension, or 1-10 days out-of-school suspension and notification of parents
Subsequent Offense:	Confiscation. Detention, 1-3 days in-school suspension, 1-180 days out-of-school suspension, or expulsion and notification of parents

**Sexual Activity** -- Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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First Offense:	Principal/Student conference, detention, 5-10 days in-school suspension, or 1-180 days out-of-school suspension. and notification of parents
Subsequent Offense:	5-10 days In-school suspension, 1-180 days out-of-school suspension, or expulsion and notification of parents.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention 1-3 days, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, or any other electronic communication devices during instructional class time.

First Offense:	Confiscation, principal/student conference, detention, or 1-3 days in-school suspension depending on severity.
Subsequent Offense:	Confiscation, principal/student conference, detention, 5-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** -- Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Parent/Student conference, detention, 5-10 days in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
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**Threats or Verbal Assault** -- Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Parent/Student conference, detention, 1-3 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco**

1. Possession of any tobacco products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, 5-10 days in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on district property, district transportation or at any district activity.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, 1 day in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. 1-3 days In-school suspension or 1-10 days out-of-school suspension.

**Electronic smoking devices/e-cigarettes**

The American Cancer Society, American Heart Association, The Campaign for Tobacco-free Kids, and the American Lung Association recommend that smoke-free laws and policies prohibit the use of e-cigarettes. Therefore, to promote a healthy lifestyle, all e-cigarettes and other similar vapor devices are prohibited at all times on school property.

First offense: Same as tobacco policy

Subsequent offense(s): Same as tobacco policy.

**Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)** -- Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry** -- Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, 1-3 days in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy ECA)** -- Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Parent/Student conference, detention, 1-3 days in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. 5-10 days In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**MSHSAA Student Eligibility Requirements**

The following are rules and regulations for participation in extra-curricular activities set forth by Greenfield R-IV and MSHSAA (Missouri State High School Activities Association).

**Introduction**

Every year, over 300,000 students in the state of Missouri participate in interscholastic activities at the middle/junior and senior-high levels. The Missouri State High School Activities Association is comprised of member schools that establish eligibility criteria for students such as yourself to be able to participate. Look at these rules

carefully. We want you to enjoy these years, maximize your interscholastic experiences and rekindle the spirit of citizenship in your own community.

Your years in high school and middle level/junior high school will be highlighted by your participation on one of your school's athletic teams. These will be some of the most enjoyable years of your life. During this time, your school will have local school requirements that you must comply with in order to be eligible to compete. Also, your state association - the MSHSAA - has essential eligibility requirements that you must meet in order to maintain your eligibility.

Information contained in this pamphlet will acquaint you with the major rules and regulations you must follow in order to maintain and protect your high school eligibility. Any questions you have concerning these essential requirements or with your athletic eligibility should be checked with your school principal or athletic administrator. These administrators in your school have copies of all MSHSAA eligibility requirements. The MSHSAA's eligibility requirements have been voted on by member schools and were adopted by your school when it became an association member. If there are rules in the pamphlet which you don't understand, ask your principal or athletic administrator to explain them.

Knowing and following all these requirements will enable you to maintain and protect your eligibility. Also, it is important for you to know that you must meet all the essential requirements in order to be eligible, as no one requirement is more important than another.

## **Requirements**

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

- In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be enrolled in and regularly attending classes at the member school and meet the academic requirements in MSHSAA By-Law 213 and those of your local school.

### **2. Citizenship**

- You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- NOTE: Conduct by the student involving law enforcement should be reported to your principal immediately as your conduct may affect eligibility or contest outcomes.

### **3. Academics**

#### **Grades 9-12**

- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, for your school.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- Students promoted for the first time into 7th or 9th grade are considered academically eligible for the first semester after promotion.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- Do not drop courses without first consulting with your school principal, athletic administrator or counselor to determine whether it will affect your eligibility.

#### **Grades 7-8**

- You must be enrolled in a normal course load for your grade at the member school.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous semester.

### **4. Residence Requirements**

- A student may be eligible at the public or nonpublic school located in the district in which the student's parents (as defined in By-Law 238.1-a) reside. In case of a public multiple-school district, a student may be eligible at the school designated for the student to attend by the board of education (open enrollment does not count toward meeting the "designated school to attend.")

## 5. Transferring Schools

- If you transfer schools, you will be ineligible for 365 days - unless you meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules. Make an appointment with the school's athletic administration to review these exceptions.
- If you move with your parents to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
- You and your parents must move to the new residence at the same time.
- Always check with your school principal before you transfer to determine whether it will affect your eligibility.
- Discipline follows the student to the new school. Transferring while under suspension will cause you to be ineligible for 365 days.
- A student may be eligible immediately at the school of his or her choice upon first entering when the student is promoted from the eighth grade into the ninth grade, provided the student is eligible in all other respects.

## 6. Participation Limits

### Grades 9-12

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

### Grades 7-8

- You are eligible for only your first two semesters of attendance in the seventh grade and for only your first two semesters in the eighth grade.
- You are not eligible to compete with or against students enrolled in the tenth grade or above when you are enrolled in either the seventh or eighth grade.
- NOTE: Check with your school principal for exceptions to this rule if you are ineligible because of age.

## 7. Entering School

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

## 8. Amateur and Awards Standards

- After entering a member school, you will become ineligible in the sport concerned if you receive cash or services for participating in an athletic contest or being an athlete. This restriction applies to all sports in which MSHSAA member schools conduct interscholastic programs. (Merchandise received shall not exceed \$25 manufacturer's suggested retail price.)
- You may accept awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. for participating in a school athletic program.
- You may accept awards which are merchandise and the value of such award shall not exceed a \$25 manufacturer's suggested retail price.
- Awards of cash, gift-certificates or equivalents may not be accepted at all.
- Awards as described above presented by a person or group other than your school, must be approved in advance by your school principal and the suggested manufacturer's retail price of a merchandise award shall not exceed \$25.
- You may accept awards for participating in nonschool sponsored athletic competition only if the awards are symbolic in nature or the merchandise item does not exceed \$25 in suggested retail value. (See above)
- Commemorative jewelry may be presented by the school (i.e. championship ring or necklace).

## 9. Age Limits

### Grades 9-12

- If you reach 19 years of age prior to July 1, you will be ineligible the next school year.
- Over-aged eighth graders should be moved up to the senior high team to have eight semesters of eligibility.

#### Grades 7-8

- In order to participate on or against teams made up of only seventh-graders, you must not have reached 14 years of age prior to July 1 preceding the opening of school.
- In order to participate on or against teams made up of only eighth-graders, you must not have reached 15 years of age prior to July 1 preceding the opening of school.
- In order to participate on or against teams made up of only ninth-graders, you must not have reached 16 years of age prior to July 1 preceding the opening of school.
- However, you may participate with the next higher grade when you no longer meet the age limit for your grade.
- NOTE: Check with your school principal for options available to you if you are ineligible for your grade level because of age.

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

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

#### 11. **Graduated Students**

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

#### 12. **Non-school Competition**

- You may not practice for or participate with a non-school team or in any organized non-school athletic competition and for your school team in the same sport during the same season of the school team. Swimming and diving has a special exception. Contact your school's athletic director for specific details.
- You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without prior approval of your school administrator.
- You must receive approval in advance from your school principal in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.
- You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
- You may participate in international competition during the school year, however, the competition must meet the established criteria published in the MSHSAA Official Handbook and must be approved in advance by the MSHSAA Board of Directors.
- Before you join a non-school team or enter any non-school competitive athletic event, your school principal or athletic administrator should be consulted to make certain these standards are met.

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

- You may participate in a college tryout, audition or evaluation event for a specific sport outside the school season of the sport concerned (MSHSAA By-Law 242).
- You may not miss school time to travel or participate in the event unless your absence is approved in advance by the school administrator.
- You may not miss an MSHSAA-sponsored postseason athletic event to participate in or travel to and from the event.
- You may only attend one evaluation event by invitation per sport per year. You may attend any number of "open" evaluations (anyone may register) with no limit on college-sponsored tryouts.
- NOTE: See your administrator before signing up and agreeing to attend any such events.

#### 14. **All-Star Games**

- An all-star event is one in which an individual is invited to participate due to his or her high school achievements.

- You may not compete in an all-star game or contest before you complete your eligibility in each high school sport. Participation in an all-star game or contest before ending your high school eligibility will result in you becoming ineligible to participate in any high school sport.
- A senior with no high school eligibility remaining for a specific sport may participate in one All-Star game for that sport prior to summer. See your administrator before agreeing to play.

#### **15. Recruiting of Athletes**

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

#### **16. Transfer For Athletic Reasons**

- You shall become ineligible for 365 days if you transfer to another school for athletic reasons.

#### **17. Sports Camps and Clinics**

- You may attend a specialized summer athletic camp(s)/clinic(s) where you receive instruction or coaching from a member of your school's coaching staff for a maximum of two calendar weeks in any one sport. A calendar week for any sports camp is defined as any seven consecutive days and any consecutive grouping of days shall be counted as one calendar week.
- You may attend a non-school sponsored summer specialized sports camp(s) or group instruction for as long as you wish where you do not receive instruction or coaching from a member of your school's coaching staff.
- Fall Sports: No summer specialized sports camp involving a fall season sport shall be attended after July 31.
- During the school year outside of the school sport season, you may attend a non-school-sponsored specialized sports camp(s) or group instruction, provided: it does not result in any loss of school time, attendance does not occur within 14 days of the start of the school sport season for the sport concerned, it is not a team camp, no competition occurs other than limited scrimmaging, and no member of the coaching staff of the school you attend (or will attend) is involved in any way.
- During the school sport season, you may attend a non-school-sponsored specialized sports camp(s) or group instruction provided a school coach attends with you, camp attendance does not result in any loss of school time, it is not a team camp, there is no competition other than limited scrimmaging, and a school administrator approves your participation.
- If an individual sport skills camp is sponsored by a school, a) you may attend any camp of your choice up to and including the summer preceding your entry into the 8th grade or b) after you enter the 8th grade, you may only attend a school-sponsored sports camp at the school you are enrolled to attend (for graduation) in grades 9-12 (unless a transfer in grades 9-12 occurs).
- You or your parents must pay all camp/clinic fees, tuition and other related expenses. A scholarship, waiver of fees or a payment of travel expenses shall result in the loss of your eligibility.
- You may attend one sport camp per sport per year by special invitation. You may attend any number of "open" sport camps where anyone may register.
- No school-owned uniforms or player equipment shall be used in any camp, clinic or group sport lesson other than team camps where the school coach is present as one of the two weeks of school camp. Member schools may not rent, sell, lease or loan their uniforms or player equipment for use in non-school sponsored camps, clinics or contests.
- NOTE: Before attending any specialized athletic camp(s)/clinic(s) or group sport instruction, you should consult with your school principal or athletic administrator to make sure it meets the criteria published in the MSHSAA Official Handbook.

#### **18. Sportsmanship**

- If you should commit an unsportsmanlike act while participating in an event, you could become ineligible.
- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school athletic contests.
- The unsportsmanlike conduct of any spectator — regardless of age — could cause that spectator to be barred from attending school athletic contests.

#### **19. Foreign Student Eligibility**

- You are eligible for varsity competition for one year only (senior year), provided you are participating in an exchange program listed by CSIET.
  - No person associated with the school may be involved in your selection.
  - No member of the school's coaching staff shall serve as a host family.
  - You must meet the age requirement of not reaching age 19 prior to July 1.
  - You must possess a current and valid visa.
  - You must have enrolled within the first 11 days of the semester.
  - You must meet all other general student-eligibility requirements.
  - If you meet all standards of eligibility except a CSIET program, you are a transfer student and the school must submit a transfer request for eligibility.

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## **CITIZENSHIP STANDARDS FOR ELIGIBILITY**

Student activities in the Greenfield Public Schools provide a program for students to pursue special interests in addition to the more formal class activities. Student activities help develop leadership, abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as a part of a group. Although student activities are important for the all-around development for students, they must necessarily be of secondary importance. **REGULAR CLASSROOM WORK MUST COME FIRST.**

“Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct which promotes the best interests of the school.”

“Repeated referrals of a student for misbehavior may be sufficient reason to declare a student ineligible. A single serious breach of good conduct, either in or out of school may, also, be sufficient cause for declaring a student ineligible to participate in a school activity.”

The Greenfield Public Schools Activity Program has traditionally been represented by excellent students who are outstanding citizens. Only a few students make errors in judgment which makes necessary a review of their citizenship. The following citizenship standards for eligibility have been approved as school policy for the Greenfield Public Schools and are applicable to any student who represents their school.

**PARTICIPATION** in student activities is a privilege and not a right; therefore, the Greenfield Board of Education believes that students must adhere to standards of behavior, which will bring credit to the individual student, the particular activity, the school, and the community. Individual coaches/sponsors may impose additional rules and/or punishments above and beyond the minimum school standards.

The Board of Education insists that student behavior be in compliance with Board Policy, with the Student Handbook Regulations, and with public laws. Behavior not in compliance may result in suspension or expulsion from all extra-curricular activities. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein.

Specifically, a seven (7) calendar day suspension from the activities program will be assessed for the violation of the tobacco use standard or repetitive infractions of the discipline policy. A second violation of these standards during a season will result in the removal from that activity.

A minimum thirty (30) calendar day suspension from the activities program will be assessed when the school has knowledge of inappropriate activities that may result in an arrest (excluding minor traffic violations) including but not limited to alcohol, assault, drug-related offenses, theft, vandalism or other major breaches of the citizenship code. Once a student has received a 30 day suspension on any of these offenses, they will serve the following consequences.

1. Stage 1: 30 day suspension & 8 hours of community service.
2. Stage 2: 180 day suspension & 25 hours of community service.
3. Stage 3: 365 day suspension & 50 hours of community service.

The Greenfield Board of Education, also, believes that consistent administration of this policy is important from school to school, and from activity, and the appropriate due process procedures must be followed before any student is suspended from participation. Students will remain suspended during any appeals process.

Each individual coach or sponsor, after consulting with the principal or his designee, has the authority to decide whether or not a student will be allowed to practice and/or be present at team activities with a team or school sponsored group while that student's eligibility is suspended.

In addition to these standards, students must abide by the rules and regulations of the Missouri State High School Activities Association. The following rules are included in the rules to the MSHSAA official handbook, and are listed here to help students and parents understand state requirements and to help avoid a misunderstanding which could lead to violations of eligibility standards.

- 1) A student who misses a class on the date of a contest without being excused by his or her principal shall not be considered eligible to represent his school on that date (The student is not eligible until they have been in attendance a full day, i.e. if a student misses Friday, he/ she cannot participate during the weekend).
- 2) Any student who withdraws from school because of disciplinary measures shall not be eligible for any inter-scholastic activity for one year from the date of withdrawal.
- 3) A student in grades 9-12 must be currently enrolled in courses that offer a total of three units of credit, and he/she must have earned three units of credit in courses that met the proceeding semester in which he/she was in attendance in high school.
- 4) A student with one F during the preceding semester is eligible under the new MSHSAA guidelines effective August 10, 2009.
  - 2 F's or more you are not eligible. (MSHSAA rule)
  - 1 F you are eligible according to MSHSAA guidelines.A beginning ninth grade student who failed more than one academic subject the previous semester must be promoted by the JH administration & staff to be eligible to participate in activities.
- 5) A junior or senior high school student may be eligible in a public school only in the district in which his/her parents, legally established guardian, or person with whom he has been living for one calendar year, and which is designated as the school for him to attend by the Board of Education.
- 6) A student should check with his/her coach or administrator before competing in any non-school competition.
- 7) The school shall require of each student before the student is allowed to practice or participate, physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school.
- 8) A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.
- 9) Students and parents must demonstrate understanding and agreement with this citizenship policy through the signed return of the signature sheet located at the back of handbook on page .

Adopted: 7/15/2009

Greenfield R-IV School District, Greenfield, Missouri

### **Student Activity Drug Testing Policy Greenfield R-IV School District**

#### **STATEMENT OF PURPOSE AND INTENT**

While all drugs have the potential to harm, some drugs are more harmful than others. For a small number of people, drugs lead to serious and far-reaching consequences not only for themselves, but their families, their communities, and society in general. Drugs can have an impact on their education, their relationships, their choices, and can prevent one from reaching their full potential.

For the safety, health, and wellbeing of the students of the Greenfield R-IV School District, the district has adopted this policy for R-IV students who participate in off-season and in-season extracurricular and co-curricular activities in grades 7-12 as enumerated below.

It is the desire of the Board of Education, administration and staff that every student in the Greenfield school district refrains from using, possessing, or distributing illegal drugs and alcohol. Substance abuse prevention programs have been utilized throughout the district in all grades, kindergarten through grade twelve. Instruction is

provided for drug abuse prevention in health, counseling and science classes as appropriate for various grade levels. The Safe and Drug Free Schools and Communities Program, funded by a federal grant, has helped provide education activities and materials for students, teachers, parents and community members. The key component of this program is to open the lines of communication between students and parents about the serious matter of drug usage and abuse.

Parents and students alike have expressed concerns about the prevalence of drug and alcohol usage by junior high and high school students. It is important that we give our students a reason to say “no.” Participation in district-sponsored extracurricular and co-curricular activities is a privilege. Accordingly, students in extracurricular and co-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which include avoiding the use or possession of illegal drugs and alcohol. It is the belief of the Greenfield R-IV Board of Education, administration, staff, and community that this policy will assist the district’s efforts to reduce the use of illegal drugs and promote safety in the District. This policy is intended to complement and supplement all other policies, rules and regulations of the district regarding possession or use of illegal drugs. The actions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular or co-curricular activities. There will be no suspension from school for violation of this policy, except when the district’s discipline policy is also violated. Students will be subject to the penalties of this policy as deemed appropriate. This policy does not affect other policies and practices of the school district in dealing with drug or alcohol possession or use, including situations where reasonable suspicion is obtained by means other than testing discussed here.

### DEFINITIONS

**Activities:** includes any school-sponsored activity in the following three categories: Missouri State High School Activities Association (MSHSAA) sanctioned activities, competitive activities, and noncompetitive activities. The activities, by categories are as follows:

**MSHSAA Activities:** athletics, band, choir, speech and debate, drama, cheerleading, and academic competition. Co-curricular activities- activities that students participate in outside of the classroom as a result of being enrolled in a school offered class. Co-Curricular activities include, but are not limited to:

FFA	FCCLA	FBLA	FCA
Art Club	Spanish Club	Speech & Debate	Chorus/Vocal Music
Drama	Math Club	Student Council	Class Leadership
Science Club	NHS	Band	Scholar Bowl
SkillsUSA	Field Trips	Teen Advisory Board	

**Extracurricular activities:** activities that take place outside the regular course of study in school. These include, but are not limited to:

Baseball	Basketball	Cheerleading	Football	Softball	Reward/Field Trips
Track	Volleyball	Prom (and other school-sponsored dances)			

**Participant:** is any student in grades 7-12 who is involved in extracurricular or co-curricular activities as enumerated under “Activities” of the policy and is thereby eligible to be randomly selected for drug testing.

**Off-season:** refers to those students who participated the previous year or current year in any activity.

**In-season:** refers to those students presently participating in an activity.

**Drug Test:** means a scientifically substantiated method to test for the presence of illegal drugs in a person’s urine.

**Illegal Drugs:** means any substance that a student may not sell, possess, use, distribute, or purchase under either federal or Missouri law. Illegal Drugs include, but are not limited to, all scheduled drugs as defined by Missouri law, all prescription drugs obtained without authorization and all prescribed drugs or over-the-counter drugs being used in dosages, frequency or ways other than directed.

**Prescription medication abuse:** includes any medication not belonging to the students or evidence when the level in a urine specimen is above the normal prescriptions.

**Performance-Enhancing Drug:** includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “Performance-Enhancing Drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins, which can be lawfully purchased in over-the-counter transactions.

**Screening Test:** is the initial urine test, which will not be considered basis as the final positive result.

**School Year:** includes, but is not limited to, all days including and between the first day of classes in the fall and the last day of school in the spring.

**Non-negative:** is a positive result to the initial screening test prior to confirmation through a gas chromatography/mass spectrometry test.

**Positive:** means a gas chromatography/mass spectrometry test result, which is considered to demonstrate the presence of an illegal drug. The testing facility will determine positive results utilizing industry standards.

Amphetamine 1000ng/ml

Cocaine	300ng/ml
Methamphetamine	1000ng/ml
Morphine (opiates)	2000ng/ml
THC (marijuana)	50ng/ml
Alcohol	Trace

The above listing is an example only and is not intended to be exhaustive.

**Adulterant/Adulteration:** Refers to any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch, or otherwise interfere with the detection of illicit or banned substance in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

**Reasonable Suspicion:** Refers, but is not limited to 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonable interpreted as being caused by the use of prohibited drugs or substances. Among the indicators that may be used in evaluating a student-athlete's abnormal appearance, conduct of performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, extreme physical appearance changes, academic/athletic motivational level, emotional condition, mood changes and legal involvement.

### PROCEDURES

Each participant in activities will receive copies of the Student Activities Drug-testing Policy and Student Activities Drug-testing Consent Form, which shall be read, signed, and dated by the student and parent(s)/guardian(s). Participants that are in Grades 7 - 12 must submit the signed Student Activities Drug-testing Consent Form to the high school office 5 school days after receipt of the policy. Students will then be allowed to continue or to begin practice or participation in any extracurricular and/or co-curricular activity during the remainder of the school year. Transfer students grades 7-12, that would like to participate in any co-curricular and/or extracurricular activity must submit the signed Student Activities Drug-testing Consent Form to the high school office within 5 days of receiving the policy.

Once a student has submitted a Student Activities Drug-testing Consent Form, the student's status in the program will continue until a new form is submitted requesting removal from the program. Each school year, at the beginning of the year, students will be required to sign and submit the Student Activities Drug-testing Consent Form. For school year 2008-2009 students will be allowed 5 school days to return the policy after receipt of the policy.

Any student removing his/her name from the drug-testing pool will be ineligible for activities for three hundred sixty-five (365) calendar days.

Students who do not choose to participate in activities may participate in the drug-testing program on a voluntary basis by submitting the Student Activities Drug-testing Consent Form to the activities director's office.

Participants will be assigned a number for identification. The drug-testing company will randomly select students from grades 7-12 for testing. The Superintendent or other designated person will match the selected numbers to the master list of participants.

Participants will be required to provide urine samples as follows:

- 1) In-season and/or off-season participants from grades 7-12 will be randomly selected to provide a urine sample.
- 2) Testing will occur during the school year.

Any drug test required by the District under the terms of this policy will be administered by or at the direction of a drug-testing company chosen by the District using scientifically validated toxicological methods. The drug-testing company will be required to provide to the District detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-testing program, including the collection of specimens, will be conducted to safeguard the personal and privacy rights of participants. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a private facility behind a closed stall. The drug-testing company technician will supervise the participant at the collection facility. The technician will not observe the participant while specimen is being collected, but the technician will be present outside the stall to listen for the normal sounds of urination to guard against

tampered specimens and to ensure an accurate chain of custody of the specimens. The technician will verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the technician has reason to believe or suspect that a student is tampering with the specimen, the technician may stop the procedure and determine if a new sample should be obtained.

If the screening test is positive, it will be considered a non-negative. Only a designated school district employee will know the identity of the non-negative student. Confirmation will be made through a second and different test of the same specimen. The second test will use a gas chromatography/mass spectrometry technique. Each sample will be tested for adulterants. If an adulteration substance is found, the test will be considered to be positive.

If the gas chromatography/mass spectrometry test for any student has a positive result, the medical review officer will confirm the positive result and contact the parent(s)/guardian(s) and Superintendent with the results. If the participant asserts that the positive test results are caused in some way other than use or consumption of an illegal drug by the participant, the participant and parent(s)/guardian(s) will be given up to seventy-two (72) hours to present evidence to the medical review officer, including a list of medications the participant has taken, to show cause for the positive result other than the use or consumption of illegal drugs. A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug and the review of additional evidence provided by the participant and parent(s)/guardian(s) is complete.

The District will rely on the opinion of the medical review officer in determining whether the positive test result was produced by means other than use or consumption of an illegal drug by the participant.

Once a positive result is determined, the medical review officer will inform both the parent/guardian of the individual and the Superintendent of the positive result. The Superintendent will inform the Principal, the head coach and/or sponsor. The participant will become ineligible immediately from all covered activities.

Upon suspension from activities based upon a positive drug test, the participant may appeal within 5 days in writing the medical review officer's decision to the Superintendent. The Superintendent will review evidence and provide their written decision to the participant and parent(s)/guardian(s) within five (5) working days of the appeal.

The Superintendent's decision may be appealed in writing to the Greenfield R-IV Board of Education within five (5) working days. Within five working days of the receipt of the appeal, the Board of Education will provide a written response to the appeal.

## **VIOLATIONS**

Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

A. For the first offense, the participant shall be suspended from any and all participation in any and all activities for thirty (30) calendar days. The student may attend practice sessions, continue to attend team-group functions and sit with fellow participants during the activities, but may not participate. Students must also produce a negative test prior to being allowed to resume participation in activities. Any participant who tests positive will be required to provide a negative drug test at participant cost before regaining eligibility. Failure to provide a negative drug test, within five school days, at the end of the initial suspension will be considered a second violation. Subsequent positive tests will be considered a second violation and a third violation.

Students will also be required to provide documentation of a minimum of two (2) hours of school-sanctioned drug abuse education received during their thirty (30) days of suspension. Any assistance otherwise or enrollment into any other drug counseling sessions will be exclusively the cost of the student and parent or guardian. The district-counseling department will assist the family in seeking help, either public or private, as requested.

B. For the second offense, the participant will be suspended from any and all participation in any and all activities for 365 days from the date of the confirmation of the positive test. The participant must provide a negative drug test before regaining eligibility. The participant must also complete a school-sanctioned substance abuse education program and a follow-up drug test with a negative result. If a participant does not comply, he/she will become permanently ineligible for participation in activities effective at the time the failure to complete the program is identified.

C. For the third offense, the participant will be permanently suspended from participation in all in-season or off-season activities for the remainder of their high school career.

D. Parents with students in grades 7-12 who participate in the drug-testing program voluntarily, but do not participate in any activities that are subject to this drug-testing policy and test positive, will be notified of such positive test, but the student will not be penalized through this policy or the Student Discipline Policy.

E. A first offense occurring in 7th or 8th grade will be cleared from a student's record upon entering high school provided all criteria outlined in this policy have been met.

#### **RETEST AFTER SUSPENSION**

In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to 90 days because of the extended length of time the substance stays in the body. In this situation the student would continue activity participation. If the marijuana level stay the same or increases on the additional tests it will e treated as a second positive test. It will also be considered a second positive if any level is detected after 90 days.

#### **REFUSAL TO SUBMIT TO DRUG USE TEST**

If a participant refuses to submit to a drug test authorized under this policy the participant will be considered to have had a positive test and will receive the restrictions according to the offense. Any student who has a positive initial test and refuses to complete the required paperwork for confirmation test will be treated as a refusal to submit to testing and be subject to a 365-calendar day suspension from any and all participation in any and all activities.

#### **STUDENT DISCIPLINE POLICY**

This Student Activities Drug-testing Policy does not limit or otherwise affect Board policy, regulation or procedure regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) when reasonable suspicion of such conduct arises out of circumstances other than the random testing conducted pursuant to the policy.

Adopted: October 15, 2008

Cross Refs: IGAEA, Teaching about Drugs, Alcohol and Tobacco  
IGD, District Sponsored Extracurricular Activities and Organizations

Legal Refs: U.S. Const., amend IV  
Board of Educ. Of Ind. Sch. Dist. No 92 of Pottawatomie County v. Earls, 536 U.S. 822 (2002)  
Vernonia Sch. Dist. V. Acton, 515 U.S. 646 (1995)

Greenfield R-IV School District, Greenfield, Missouri

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

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

**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?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

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

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within 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.
5. **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).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

**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.

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

<sup>2</sup> In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

*Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.*

Policy  
Descriptor Code: JFCF  
BULLYING

## General

In order to promote a safe learning environment for all students, the Greenfield R-IV School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

## Definitions

**Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**School Day** – A day on the school calendar when students are required to attend school.

## Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

## Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

#### Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

#### Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.

3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

#### Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

\* \* \* \* \*

# Greenfield Suicide

## Prevention Plan of Action

## A Suicide Intervention Model

### 1. Assessment.

Designated Reporters are often asked to make critical risk assessments under extraordinary time constraints. Thus, it is important for a risk assessment protocol to have a specific set of questions that will quickly and reliably obtain needed information. Questions often used address the following:

- What warning signs(s) initiated the referral?
- Has the student thought about suicide (thoughts or threats alone, whether direct or indirect, may indicate low risk)?
- Has the student tried to hurt himself before (previous attempts may indicate moderate risk)?
- Does the student have a plan to harm herself now?
- What method is the student planning to use and does he have access to the means (these questions would indicate high risk)?
- What is the support system that surrounds this child (including the parent in the risk assessment is critical to determining the adequacy of the student's support system)?

### 2. Duty to Warn Parents.

There is no question that parents must be notified. In addressing this aspect of suicide intervention, three critical questions need to be addressed.

- First, is the parent available?
- Second, is the parent cooperative?
- Third, what information does the parent have that might contribute to the assessment of risk?

**If the parent is available and cooperative and the student is judged high risk**, the school counselor or other trained school staff must provide parent(s) with community referral resources specific to where the family resides and based on health insurance status. With parental permission, the school counselor should contact the agency, provide pertinent referral information and follow up to insure the family's arrival at the agency. If necessary, assist the parent in transporting the student to the agency. To assure that the student receives appropriate care, the school counselor will instruct the parent to sign a Release of Information at the agency providing care so that communication with the treating agency can be established and treatment documentation can be shared between the school and the agency.

**If a parent is unavailable and the student is judged high risk**, then, at the discretion of the school

administrator, two members of the crisis team should escort the child to the nearest emergency mental health facility and coordinate efforts with Children’s Division or Law Enforcement to contact parent. Alternatively, school law enforcement, local police or a mobile psychiatric response team may be asked to assist in transporting the suicidal youth.

Some parents are reluctant to follow through on recommendations to secure outside counseling for the suicidal child and may simplify or minimize warning signals (e.g., “she’s just doing this for attention”). Cultural and language issues are frequent. Give the parents appropriate opportunity and encouragement to follow through before collaborating with team members on when to proceed to the next step. The school crisis team must decide when it is appropriate to report a parent to Children’s Division if their reluctance is truly negligence and endangers the life of the child.

If the **parent is uncooperative and the student is judged low risk** for suicidal behavior, it is recommended that this is documented appropriately on the “Life Plan” form.

There will be occasions **when a student does not want a parent notified**. When children are thinking of harming themselves, they are not thinking clearly and, therefore, may not be the best judge of what might be their parent’s response. Will the child be placed in a more dangerous situation by notifying the parent? The crisis response team will always contact the parent and in such a situation, Children’s Division will be notified as well.

The parent often has critical information necessary to make an appropriate assessment of risk. Thus it is critical to **include parents in the risk assessment**. This information may include previous school and mental health history, family dynamics, recent traumatic events in the student’s life, and previous suicidal behaviors. Interviewing the parent will also assist the School Counselor in making an appropriate assessment of the support system that surrounds this student.

Finally, it is important to determine **what mental health insurance does the parent/family have?** This information is essential in directing families to appropriate community agencies. All modern mental health intake interviews include questions regarding insurance coverage and it is wise for the School Counselor to be aware of the various local providers. If a student is directed to an emergency clinic, they may later require emergency transport to an appropriate provider. This may not only further traumatize a suicidal student (because most transports must be done under restraints) but also generate a bill of great expense for the parent. It is certainly in the best interest of the child and family to limit the trauma of any student in need of emergency action.

### 3. **Duty To Provide Referrals.**

It is critical to stress the importance of identifying and collaborating with community agencies before the crisis occurs. It is recommended that the school crisis team representative call the agency to provide accurate information that the parent may omit or forget. School districts have an obligation to suggest agencies that are non-proprietary or offer sliding scale of fees.

4. **Follow up and support the family.**

Finally, it is important for school staff to provide ongoing modifications to the students program, perhaps utilizing student support teams.

**IF A STUDENT ATTEMPTS SUICIDE AT SCHOOL, THE FOLLOWING STEPS SHOULD BE TAKEN:**

1. Call 911/ambulance to take the student to the hospital.
2. Call the school police office to report the suicide attempt and the action taken.
3. Call the student's parents. If the parent refused to go to the hospital or get involved, or if a relative cannot be reached, call Children's Division to report the situation. (CA/N Hotline 1-800-392-3738)

**STEPS TO BE TAKEN IN RESPONSE TO POTENTIALLY SUICIDAL STUDENTS**

1. **Administration** – the school principal should be made aware of potentially suicidal students and may be used as support when needed during crisis situations.
2. **Teachers**
  - a. Respond with empathetic listening and initial information gathering, give no promises of confidentiality.
  - b. Refer the student to the school counselor (either walk the student to the counselor's office or contact an administrator/counselor to intervene)
  - c. Notify the school counselor of students you suspect may be considering suicide.
3. **School Counselor/ Nurse**
  - a. Explore the situation, gathering key information to check for lethality indicators.
  - b. Contact the student's parents. Stress to parents that any talk of suicide is considered serious and warrants action.
  - c. If you believe the student is currently a suicidal risk, keep him/her with you until a parent can pick up the student.
  - d. Complete Risk indicator form. Give copy to parents and keep copy in student file.
  - e. Assist parents in making call for assessment/treatment.
  - f. If the parents refuse to accept/or seek help for their child, this can constitute child neglect. Contact Children's Division to intervene. (1-800-392-3738)
  - g. Document actions taken by school personnel.
  - h. Notify the principal, other administrators, and the student's teachers (on an as-needed basis) about the student's suicidal tendencies.
4. **Local Clinician** – may serve as a resource for the counselors. May assist parents in locating community resources.
5. **Follow Up**
  - a. Try to get a commitment, verbal or written, from the student to contact you or another adult if feeling suicidal in the future.
  - b. Make appointments with the student on a continuing basis to check on his/ her status.
  - c. Principal, Counselor, and Nurse exchange information with the student's teachers on a continuing basis to monitor how the student is coping, as needed.

Make further contacts with parents to check on their progress with contacting referral agencies and make parents aware of what is happening at school.

## **Suicide Threat**

1. Make sure the student is not left alone, is under careful watch in a secure place, and does not have any means available to attempt suicide. Do not allow the students to leave campus alone. Release the student only to a parent or guardian. A trusted teacher or adult needs to remain with the student until the parent arrives.
2. Notify parents or guardians immediately. Make this call in the presence of the student so the student hears exactly what you tell the parents.
3. Determine if other students need to be involved in follow-up support services.

Formulate a re-entry plan with the student, parents, and appropriate staff to address the needs of the student on the return to school following an absence for hospitalization or treatment. If the student receives outside counseling, encourage parents to sign a release of information form allowing you and that counselor to share information to provide the best environment of support for the student after he/she returns to school.

## **Suicide Attempt at School**

1. Request the school nurse to administer first aid.
2. If the attempt is a medical emergency, call paramedics for transportation to a hospital emergency room. Notify the student's parents or guardians immediately. A designated person from the school should go to the hospital.
3. If an ambulance is not needed, call the student's parents or guardians to come to school to meet with the principal and counselor.
4. The counselor should stay with the student while awaiting the arrival of the parents or transportation to a medical facility.
5. Help witnesses process their thoughts and feelings about what has happened.
6. Identify friends of the student and provide counseling for them if they are aware of the attempt. Friends often have feelings of shock, guilt, and fear to process.

Formulate a re-entry plan with the parents, student, and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment. If the student was treated at a hospital, a medical release should be required to return to school. If no

medical assistance is needed, recommendations from the mental health professional who is counseling the student should be requested.

## **Suicide Attempt off Campus**

1. Meet with the student and his or her parents if at all possible.
2. Visit the student if he or she is hospitalized. This will help the student establish you as a “safe” contact person once he/she returns to school.
3. Identify friends of the student and provide counseling for them if they are aware of the attempt. Friends often have feelings of shock, guilt, and fear to process.

Formulate a re-entry plan with parents, the student, and appropriate staff to address the needs of the student when returning to school after an absence for hospitalization or treatment. If the student was treated at a hospital, a medical release should be required to return to school. If no medical assistance is needed, recommendations from the mental health professional that is seeing the student should be requested. This requires consent to release information, signed by the parents.

## **Assessing the Risk of Suicide**

Perhaps the most crucial aspect of suicide intervention is assessing the risk level of the student who is contemplating suicide. Unlike an actual counseling session, suicide intervention is a type of crisis management. Your role is to manage the situation by asking some very direct questions. Factors which should be considered in this assessment are:

1. **Intent:** it is okay to ask, “Are you thinking about suicide?”
2. **Specificity of their plan:** Ask, “Do you have a plan?” The more the student tells you about a plan, the higher the risk.
3. **Method available:** Ask if the student has pills or a gun with him. If so, ask for it. Don’t argue if he won’t give it up. Try to remove from the student the means—often the student will follow directions.
4. **Past suicide attempts:** “Have you ever attempted suicide in the past?” If the answer is yes,

the risk is higher. The closer in time, the higher the risk.

5. **Supportive environment:** “Is there anyone in your life to stop you? Is there anyone you would live for?”

If a student has made a suicide threat or has written notes, poems, or papers indicating that he/she is thinking of suicide, you must take that threat seriously and notify the parents. Even if the student indicates he/ she was not really serious, you need to notify parents.

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Evaluator \_\_\_\_\_

Suicide Assessment (Risk Level)

	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<b>Plan of Suicide</b>			
Time Frame	Today	Within 7 days	Maybe sometime
Method	Thought out	Has an idea	Unclear
Location	Has means	Can get it	Not readily available
Availability	Picked location	Knows some places	Not planned
<b>Mood</b>	Upset Crying/agitated	Unsettled Irritable/distracted	Calm In control
<b>Depression</b>			
Sadness	Severe	Moderate	Situational
<b>Behavioral</b>			
Eating pattern	Overeating / no appetite	Appetite manageable	Normal
Health Isolation	Body aches	No energy	Listless
Reckless	Wants to be alone	Alone at times	None
Sleeping pattern	Risk taking history	Considers risks	Safe behaviors
Talks/jokes of death	Excessive sleep / unable to sleep	Overly tired/restless sometimes	Rarely has sleep problems
Possessions	States desire for death Giving away	Has made comments Planning on giving away	No comments made No plans for possessions
<b>Feelings</b>			
Suicidal	Now	Regularly	No
Helpless	Always/nothing helps	Regularly	No
Restless	Yes/can't focus	Regularly	No
Worthless	Constantly	Regularly	No
<b>Chemical Use/Abuse</b>			
Drugs	Daily	Regularly	Experimented/None
Alcohol	Daily	Regularly	Experimented/None
<b>Previous Suicide Attempt</b>			
Number of Attempts	Several within last 4 weeks	One	None
Time Frame of Attempt/s		Last 4—6 months	Past year or longer
<b>Loss (Or Trauma)</b>			
Real	Survivor—In past month	Within past 3 months	None
Perceived	Actually happened	Just realized	Thinks it happened
<b>Psychiatric Care</b>			
Current	Hospitalized-within past 3 months	Currently under care	Past
Past	Within 3 months	Within 6 months	None

## LIFE PLAN

(Suicide Assessment, Intervention, Follow Up, Emotional Encouragement)

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Parent/Legal Custodian Contacted: \_\_\_\_\_  
(Must be contacted)

Date Parent/Legal Custodian Contacted: \_\_\_\_\_

Parent/Legal Custodian Response:

Children's Division Contacted:                      Yes                      No  
(1-800-392-3738) Children's Division Response Notes:

### **Life Pact**

Student agrees not to harm self.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If Life Pact was not agreed to, appropriate action was taken. Steps  
taken by counselor:

Follow Up Notes:

Counselor/ Social Worker Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **RISK INDICATOR**

Signs and Symptoms Which May Indicate  
Depression or Suicidal Intentions in Young  
People

### Thought Disturbance

- Difficulty concentrating, remembering, making decisions
- Preoccupation with thoughts of death or suicide
- Unreasonable fears (occasionally)

### Behavioral Disturbance

- Restlessness, nervousness, frenzied over involvement in activities, acting up in class, inability to relax
- Risk taking or self-destructive behavior, suicide attempts
- Social withdrawal
- Frequent accidents
- Psychomotor retardation (listless, sulking, lying around the house, looking fatigued or frequently falling asleep, constant television watching)
- Substance abuse (Excessive use of alcohol or caffeine can cause depressive symptoms or be the child's attempt to self-medicate for depression.)
- Sexual acting out (Promiscuous or indiscriminate sex can be a desperate attempt to avoid feelings of depression and to feel wanted.)
- Talk of death, despair or preoccupation with thoughts of death.

### Emotional/Perceptual Disturbance

- Persistent sad, anxious or "empty" mood
- Feelings of hopelessness, pessimism
- Feelings of guilt, worthlessness, helplessness, self-blame
- Loss of interest or pleasure in previously enjoyed activities
- Excessive self-criticism (considers self a complete failure, ugly, unpopular and incompetent)
- Despair over loss of significant relationship
- Recent suicide of someone

### close Physical Disturbance

- Insomnia, early-morning awakening or oversleeping
- Appetite and-or weight loss or overeating and weight gain
- Decreased energy, fatigue, being "slowed down"
- Feigned illness or persistent physical symptoms that do not respond to treatment such as headaches, digestive disorders and chronic pain

### School Problems

- Unexplained decline in academic performance

- Lack of motivation and effort
- Loss of interest in school subjects
- Turning in unfinished or messy work
- Giving up easily when attempting school work
- Complaining of being too tired to finish assignments
- Frequent absence from school

Critical Suicide Warnings \*

- Preoccupation with death
- Communication of preoccupation
- Expression of intent
- Increased isolation
- Increased risk taking behavior
- Increased feelings of despair, aloneness
- Saying goodbye
- Giving things away
- Making final arrangements, putting things in order
- Sudden lift in mood, appearance and behavior (euphoria)

\*Intervene and act. In most cases, you do not have long.

## Signs of Suicidal Intentions

1. A previous suicide attempt
2. A threat of suicide
3. Feelings of hopelessness and helplessness
4. Talk of death, despair, or a preoccupation with thoughts of death
5. Anxiety and tension
6. Withdrawal from family and friends
7. Violent or rebellious behavior
8. Drug and/or alcohol abuse
9. Giving away valued possessions or making final arrangements
10. Abrupt changes in behavior
11. Sudden, inexplicable euphoria after a period of depression
12. Running away from home
13. Change in academic performance
14. Boredom
15. Inability to concentrate
16. Feelings of worthlessness
17. Physical complaints
18. Recent suicide of someone close or someone with whom they identify
19. Changes in eating habits
20. Abrupt changes in school attendance

LIFE EVENTS, STRESSES AND DEVELOPMENTAL FACTORS  
IN ADOLESCENT SUICIDE

Stress Category	External Stresses & Life Events	Internal Reaction As Problem (Stress Accumulation)
Parental Loss	Loss death Loss divorce Loss desertion Loss unavailability	Apathetic Depression Anxiety Dependence Anxiety
Family Dynamics	Chaotic family functioning External situation Disruption Social disruption Role reversal Traumatic events	Symbiotic bonding Counter-dependence Shame covering Guilt acquisition Defensive self-positioning Ego overwhelmed
Social Adjustment	Rejection Isolation Conflicts Negative performance Traumatic events Bullying	"I can't" decision moves to "I won't" decision (aggressive features, passive features)
Personal Adjustment	Parental ties Social isolation/alienation Acting out Interpersonal conflict Alcohol/drug use Traumatic events	Social acceptance sought Protection-alienation Power id/victim id confluence

## Tips for Parents

- 1. Know the warning signs!**
- 2. Do not be afraid to talk to your child.** Talking to your children about suicide will not put thoughts into their head. In fact, all available evidence indicates that talking to your child lowers the risk of suicide. The message is, "Suicide is not an option, help is available."
- 3. Suicide-proof your home.** Make the knives, pills and, above all, the firearms inaccessible.
- 4. Utilize school and community resources.** This can include your school psychologist, crisis intervention personnel, suicide prevention groups or hotlines, or private mental health professionals.
- 5. Take immediate action.** If your child indicates he/she is contemplating suicide, or if your gut instinct tells you they might hurt themselves, get help. **Do not leave your child alone.** Even if he denies "meaning it," stay with him. Reassure him. Seek professional help. If necessary, drive your child to the hospital's emergency room to ensure that she is in a safe environment until a psychiatric evaluation can be completed.
- 6. Listen to your child's friends.** They may give hints that they are worried about their friend but be uncomfortable telling you directly. Be open. Ask questions.

## Tips for Teachers

- 1. Know the warning signs!**
- 2. Know the school's responsibilities.** Schools have been held liable in the courts for not warning the parents in a timely fashion or adequately supervising the suicidal student.
- 3. Encourage students to confide in you.** Let students know that you are there to help, that you care. Encourage them to come to you if they or someone they know is considering suicide.
- 4. Refer student immediately.** Do not "send" a student to the school psychologist or counselor. Escort the child yourself to a member of the school's crisis team.(Principal, Counselor, Nurse, Secretary) If a team has not been identified, notify the principal, psychologist, counselor, nurse or social worker.
- 5. Join the crisis team.** You have valuable information to contribute so that the school crisis team can make an accurate assessment of risk.
- 6. Advocate for the child.** Sometimes administrators may minimize risk factors and warning signs in a particular student. Advocate for the child until you are certain the child is safe.