

# **Greenfield R-IV School District**

## **Greenfield Elementary Student/Parent Handbook 2023-2024**



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

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## **WILDCAT WELCOME**

Welcome to Greenfield Elementary, home of WILDCAT PRIDE! I am honored and proud to welcome you to Greenfield Elementary School! We have an amazing faculty and staff here to be a part of your child's education. Thank you for the opportunity to watch your child grow, help them to learn, and succeed in life.

We hold high expectations for our students, socially and academically. We want to work together with you to provide your child the best education possible. By working together on attendance, academic skills, and social behaviors, we can prepare your child for an extraordinary future. It is very important for parents, students, and staff to be on the same page in order for your child's school year to be successful.

The information in this handbook is to help you understand the school expectations. Our goal at Greenfield Elementary is to provide a safe and caring learning environment. In this handbook, you will find detailed expectations for student behavior and possible consequences if these expectations are not followed.

I enjoy spending time and getting to know your children. Each one is important to me. Thank you for letting me be such an important part of your child's life! I appreciate you and the work you put in to make sure your child is at school on time and ready to learn!

Sincerely,  
Mrs. Tamara Violett, Ed.S.  
Greenfield R-IV Elementary Principal  
[tviolett@greenfieldr4.org](mailto:tviolett@greenfieldr4.org)

## **GREENFIELD R-IV MISSION STATEMENT**

Greenfield R-IV School District's Mission is to strengthen students through academic excellence, positive influence, and community partnership.

## **GREENFIELD R-IV BOARD OF EDUCATION**

Melinda Jones, President  
David Tankesley, Secretary  
Asa Bowles, Member  
Carolyn Donnel, Member

Carl Carlin, Vice-President  
Joe Brown, Treasurer  
Lancy Boyd, Member

## **GREENFIELD R-IV ADMINISTRATION**

Dr. Chris Kell, Superintendent  
  
Tamara Violett, Elementary Principal

Jennifer Roberts, JH/HS Principal/  
Title IV coordinator  
Jason Chappell, JH/HS Asst Principal/  
Athletic Director

## **GREENFIELD ELEMENTARY STAFF 2022-2023**

### **CLASSROOM TEACHERS**

Preschool (Wildcat Academy) – Sandee Lyle, Paula Rook

Kindergarten –Jill Foster

1<sup>st</sup> Grade – Amy Buckner, Christine Maddocks

2<sup>nd</sup> Grade – Lindsey Carlin, Whitney Adams

3<sup>rd</sup> Grade – Taylor Wegand, Lacy Wiehe

4<sup>th</sup> Grade – Chris Cox, Tina Strieter

5<sup>th</sup> Grade – Alicia Burton

6<sup>th</sup> Grade – Loganne Hickman, Camille Whitaker

### **FINE ARTS/SPECIALS**

Art – Jennifer Jones

Instrumental Music – Tresa Maneval

Librarian/Media – David Land

Physical Education – Daren Kirksey

### **SOCIAL AND ACADEMIC ASSISTANCE**

Speech – Rob Shelton

Special Education Director – Angela Maxwell

Special Education – Nancy Volkman, Lesley Farley

Title I – Trena Greene

Counselor – Sonie Walker

Elementary Secretary – Debby Wallen

Nurse – Natasha Myers

Para-Professionals – Deirdre Riddle, Kim McKenzie, Mary Jordan,  
Alexis Morschheimer, Christie Long, Tiffanie Burnette,  
Jamie Dardenne, Jamie McNichols, Paige Robison

Maintenance - James Asher, James Gossett

Custodians – Tom Sharp, Chris Long

## 2023-2024 School Calendar

July 2023						
S	M	T	W	T	F	S
						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					
August 2023						
S	M	T	W	T	F	S
			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 2023						
S	M	T	W	T	F	S
					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 2023						
S	M	T	W	T	F	S
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 2023						
S	M	T	W	T	F	S
			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 2023						
S	M	T	W	T	F	S
					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						

Greenfield R-IV School District  
410 College Street  
Greenfield, Missouri 65661  
(417) 637-5321



### Important Dates

Aug 11	New Teacher Orientation
Aug 15-18	All Staff Professional Development
Aug 17	Open House
Aug 22	First Day of School
Sept 11	All Staff Professional Development
Oct 24 and 26	* Parent Teacher Conferences
Nov 6	All Staff Professional Development
Nov 22-24	Thanksgiving Break
Dec 4	All Staff Professional Development
Dec 18 - Jan 1	Winter Break
Jan 2	Classes Resume
Jan 8	All Staff Professional Development
Feb 5	All Staff Professional Development
Mar 26 and 28	* Parent Teacher Conferences
Apr 8	All Staff Professional Development
May 10	High School Graduation
May 22	Last Day of School
* Parent Teacher Conf. 4:00 pm - 7:00 pm	

### Make Up Days

Day 1-3	Forgiven
Day 4-7	AMI
Day 8	Feb 26
Day 9	Mar 11
Day 10	Apr 08
Day 11	Apr 29
Day 12	May 6
Day 13	May 13

### Mondays In Session

Oct 23rd,	Nov 20th,	Feb 12th,
Mar 25th,	April 15th,	May 20th

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January 2024						
S	M	T	W	T	F	S
	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			
February 2024						
S	M	T	W	T	F	S
				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		
March 2024						
S	M	T	W	T	F	S
					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 2024						
S	M	T	W	T	F	S
	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				
May 2024						
S	M	T	W	T	F	S
			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	
June 2024						
S	M	T	W	T	F	S
						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						

### Teacher Contracted Days

149 Days in Session
10 Professional Development Days
2 Parent Teacher Conferences
<b>161 Total Days</b>

### Total School Days

1st Quarter 33 Days	Ends Oct 17
2nd Quarter 33 Days	Ends Dec 15
3rd Quarter 44 Days	Ends Mar 15
4th Quarter 39 Days	Ends May 22
<b>149 Total Days</b>	

### School Hours

Elementary	8:00 - 3:45
JH/HS	8:06 - 3:51
Doors Open at 7:30 am for Breakfast	
<b>Board Approved: June 21, 2023</b>	

School Closed  
 Make Up Day

All Staff Professional Development (No Students)  
 New Teacher Orientation

Parent Teacher Conferences  
 First & Last Day of School

## **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 educationally, 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 Elementary 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.

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.

## ACTIVITIES

Elementary students participate in many activities during the week. Each class participates in Vocal Music, PE, Art, and Library/Media. Band is also offered to 5<sup>th</sup> and 6<sup>th</sup> grade students.

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

## 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.

Requirements for admission are:

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



## ARRIVAL & DISMISSAL

For arrival and dismissal, cars must enter through the drive near the northeast elementary gymnasium, pull up directly in front of the doors, and exit to the south on Garrett Street. For student safety, car riders will be unloaded and loaded in an orderly manner, cars will stay in a single line, and speeds will be kept at a minimum. The elementary doors will be unlocked at 7:30 a.m. Beginning at 7:30, the school will provide student supervision. Buses will begin unloading at 7:30 a.m. on the west side of the school. Students who eat breakfast may do so between 7:30 - 7:55 a.m. School starts at 8:00 a.m. Walkers, bike riders, and students riding a bus should enter the front doors on the west side of the building. Students being dropped off by parents should enter through the northeast doors by the gym.

**Preschool age children will be dropped off at the Southeast entrance of the Pre-school hallway, recess doors.** After school pick up will be at the South doors on Garrett Street. School is dismissed at 3:45 p.m. Walkers and bike riders will be released once the traffic has cleared.

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

## ATTENDANCE

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

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

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

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

- **MAKE-UP WORK** Make-up work will be sent home with the student when the student returns to class. They will have two days per absence to make up the work, which will be assigned by the teacher and may be modified.

- **TARDINESS** Students are considered tardy at 8:01 a.m. Students who are tardy need to report to the office as soon as they arrive at school. **The parent will need to sign the student in for the day.**

## **BARTON-DADE-JASPER CoOp CLASSROOM PROGRAM**

Students attending the Barton-Dade-Jasper CoOp classroom program will be provided with transportation from Greenfield Elementary to and from the program Tuesday through Friday. If the Jasper program is not in session, students in the program will not attend school on these days. All field trips and activities will take place through the CoOp program.

## **BEHAVIOR EXPECTATIONS AND STUDENT DISCIPLINE**

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

A matrix of expectations is posted throughout the school. Students will earn privileges and recognition for positive behavior throughout the year. Please see the Administrator Consequences for Major Behavior Violations, and the Attendance sections for further information on major office referrals, excessive absences and tardiness.

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

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

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

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

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

**Please note:**

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

**BEHAVIOR EXPECTATION MATRIX**

Classroom	Hallway	Cafeteria	Restroom	Recess
<b>BE RESPECTFUL</b>				
<ul style="list-style-type: none"> <li>• Raise hand to speak</li> <li>• Use kind words and actions</li> <li>• Treat others how you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Zero voice</li> <li>• Keep hands off the walls</li> <li>• Walk in a straight quiet line on the right side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>• Use manners</li> <li>• Indoor voice</li> <li>• Chew with your mouth closed</li> <li>• Take only the food you plan to eat</li> </ul>	<ul style="list-style-type: none"> <li>• Whisper voice</li> <li>• Mind your own business</li> <li>• Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind</li> <li>• Include others</li> <li>• Share space and equipment</li> <li>• Take care of equipment</li> </ul>
<b>BE SAFE</b>				
<ul style="list-style-type: none"> <li>• Use materials and furniture correctly</li> <li>• Walking feet</li> <li>• Handle supplies carefully</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Walking feet</li> <li>• Walk facing forward and peek around corners</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Walking feet</li> <li>• Carry your tray with both hands</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Wash hands</li> <li>• Keep water and soap in sink</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Wear appropriate shoes</li> <li>• Be aware of your surroundings</li> </ul>
<b>BE RESPONSIBLE</b>				
<ul style="list-style-type: none"> <li>• Listen and follow directions immediately</li> <li>• Always do your best work</li> <li>• Take care of supplies and put them away neatly</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Leave decorations and displays ready</li> <li>• Walk quietly without disturbing other classrooms</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• If you make a mess clean it up or notify an adult</li> <li>• Raise your hand if you need to get up or if you need help</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet off the walls</li> <li>• Put all trash in trash cans</li> <li>• Keep restroom clean and report any problems</li> </ul>	<ul style="list-style-type: none"> <li>• Follow game rules</li> <li>• Pick up equipment when the whistle blows</li> <li>• Line up quickly and quietly</li> </ul>

**SPECIAL EDUCATION STUDENTS & DISCIPLINE POLICY**

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

**TEACHER ASSIGNED CONSEQUENCES FOR MINOR BEHAVIOR VIOLATIONS**

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

- Step 1 Verbal warning and conference with the teacher about appropriate behavior.
- Step 2 Student sent to the safe seat will result in a conference with the teacher about appropriate behavior, and the teacher shall select an appropriate consequence
- Step 3 Buddy room time-out, conference with teacher behavior. The teacher will provide an appropriate consequence that will make the most impact for successful change in the students behavior.
- Step 4 Loss of privileges, conference between student, parent and teacher by phone or in person about behavior. Teachers may assign additional consequences.
- Step 5 Meeting with the principal. Steps 2-4 may be skipped if the teacher feels that student behavior requires a meeting with the principal.

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

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

## **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, 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 Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution 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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**Bullying and Cyberbullying (see Board policy JFCF)** -- Intimidation or harassment of a student or multiple students perpetuated 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.

First Offense:	Principal notifies parents; warning to one day off bus.
Subsequent Offense:	Student/principal conference, parent notified; 2-day suspension from bus on 2nd offense. Student/principal conference, parent notified; 4-day suspension from bus on 3rd offense. Student/principal conference, parent notified; 8-day suspension from bus on 4th offense.

**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.

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.

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.

**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 school time.

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

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

**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.

**BICYCLES, SCOOTERS & SKATEBOARDS**

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

## BREAKFAST & LUNCH

Breakfast is served daily from 7:30 - 7:55 a.m. each morning. Lunch is served daily. Prices for breakfast and lunch are set each school year by the Board of Education and are *subject to change*.

<b>BREAKFAST</b>	<b>STUDENTS-Free</b>		<b>Adult-\$2.90</b>
<b>LUNCH</b>	<b>REDUCED \$0.40</b>	<b>STUDENT-\$2.90</b>	<b>ADULT-\$4.50</b>

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

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

## 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.

## 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

## CHILD ABUSE

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

## DETENTION

As a consequence, for inappropriate behavior, students may be assigned detention. Detention hours are held from 7:30-8:00 a.m. and/or 3:45 to 4:30 p.m. and are supervised by a teacher or the principal. Students who do not attend an assigned detention will be required to attend the missed detention and another detention. If a student misses either of these detentions, a day of in-school suspension will be assigned. Parents are responsible for providing transportation home from school following a detention if detention is assigned in the afternoon. All students will be given 24-hour notification prior to an assigned detention. Various academic or cleaning duties deemed necessary by the principal will be assigned during detention.

## DRESS CODE

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 skirts. If arms raised straight above head show skin the shirt or blouse is not in compliance with dress code policy.
- Underclothing must be covered. No lacy or see through over jackets or blouses allowed.
- Shorts, dresses and skirts must be an appropriate *length*. 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 straps must be 2-inches in width. 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 are not acceptable.

## **DRUGS, ALCOHOL & TOBACCO**

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

## **EMERGENCY 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 a 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 the 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 buildings 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 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. A text message will be sent out via the superintendent of schools through our student information system.

## 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.

## FIELD TRIP GUIDELINES

Field trips are a valuable part of the school experience. Field trips enhance the learning objectives that occur in the classroom. The following guidelines will be followed on all field trips:

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

## FOOD AND DRINK

Eating and drinking in class can be a distraction from the learning process and can cause additional cleaning expenses, as well as wear-and-tear on the facility. Food is prohibited in the classroom during instructional time. Outside drinks are prohibited. Students may have water with them throughout the school day. Tumbler cups are not allowed. **Absolutely, no energy drinks allowed. Students are not to bring coffee/soda/pop to school to drink in class. Students are encouraged not to bring soda/pop for lunch as well. If a student spills a sugary drink, they will be asked not to bring them anymore.**

## 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).

## GENERAL INFORMATION

1. Students will need a backpack to carry books and school supplies. Students in the 5<sup>th</sup> and 6<sup>th</sup> grades are asked not to bring backpacks with rollers because they will not fit in the lockers. Parents should look in the backpack daily for notes from school and homework. Notes are sent home regularly.
2. Gum and candy are not to be brought from home. Students who bring gum or candy to school will be referred to the principal. Teachers may reward good student behavior with gum or candy.
3. Birthday treats may be brought to the classrooms. Please notify the teacher to make the necessary arrangements. Treats must be store bought and parents must check with the teacher for any student allergies. Party invitations may be handed out at school only if pre-arrangements have been made with the classroom teacher and no students are excluded.
4. **Students are not to bring valuables to school. This includes any toys, trading cards, balls or other playground equipment.**
5. Students may not bring electronics to school unless authorized by a teacher for a class project. In the case of a class project, it will be the student's responsibility to ensure that the electronic device is kept secure at all times.
6. Any balloons/flowers that are delivered to students at school will remain in the office until day end.
7. All lost and found items will be in a box near the cafeteria entrance. Put your child's name on everything. Unclaimed items will be given away to a local charity at the end of each quarter
8. School pictures are taken in the fall and the spring. Pictures are available in the fall for children not yet in school (please contact the school if you are interested). A pre-pay envelope is sent home with all students. A group class picture is taken in the spring.

## GRADES

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

Instructional level of the students:							
Kindergarten -1st Grade		2nd-6th Grade					
4: Exceeds grade level expectations		A	93-100	B-	80-82	D+	67-69
3: Meets grade level expectations		A-	90-92	C+	77-79	D	63-66
2: Developing skill		B+	87-89	C	73-76	D-	60-62
1: Completed with teacher help		B	83-86	C-	70-72	F	59 or below



## **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.

## **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.

## **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 any time 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.

## **LOCKERS (5th & 6th Grade)**

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 to lockers.

## **LUMEN STUDENT MANAGEMENT SYSTEM**

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

## **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 POLICIES**

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 a 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 of 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.

## **FLUORIDE VARNISH PROGRAM**

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

## **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.

## **HEAD LICE**

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

## **MEDICATIONS**

### **Prescription Medication**

1. 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.
2. 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.
3. 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.

### **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.

1. The parent/guardian must provide a written request and supply any OTC medications (Tylenol, Advil, cough drops, antacids, Pepto-Bismol, cough syrup).
2. Any OTC medications must be in their original containers.
3. Medications must be age appropriate, we will follow manufacturers labeling.
4. 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.
5. 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.

### **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. The 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.

## **MILES FOR SMILES**

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

## **SCREENINGS**

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

## **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.

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

## **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.

## **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences will be held in the fall and spring of each school year. 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 front 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 elementary school office to set up appointments to meet with teachers; you may also contact teachers through school email. Please approach school related activities, conferences and issues in a positive manner. Your input is welcomed.

## **PROMOTION & RETENTION**

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

## **RELEASE OF STUDENTS**

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

## **RECESS**

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

### **RECESS RULES AND EXPECTATIONS**

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

## **SAFE SCHOOLS ACT**

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

## **SCHOOL CANCELLATION**

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

## **SCHOOL/PARENT/STUDENT COMPACT**

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

## **SCHOOL RESPONSIBILITIES**

Greenfield Elementary and its staff will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows.
  - a. Retain highly qualified Principals and Teachers
  - b. Provide Instruction, materials, and high quality professional development which incorporate the latest research.
  - c. Maintain a safe and positive school climate.
2. Hold annual parent teacher conferences to.
  - a. Discuss the child's progress/grades during the first quarter.
  - b. Discuss the compact as it relates to the child's achievement.
  - c. Examine the child's achievement and any pending options at the end of the quarter.
3. Provide parents with frequent reports on their child's progress as follows.
  - a. Monthly suggestions from the classroom teacher.
  - b. Mid-Quarter report sent home by the school.
  - c. Quarterly grade cards/reports sent home by the school.
4. Be accessible to parents through.
  - a. Phone calls or person to person meetings.
  - b. Scheduled consultations before, during or after school.
  - c. Scheduled school or home visits.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities as follows.
  - a. Listen to children read.
  - b. Help with classroom decoration, art projects, etc.
  - c. Assist with holiday programs or parties, educational trips, etc.
  - d. Present a program on your culture, a different country, etc.

## **PARENT/GUARDIAN RESPONSIBILITIES**

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

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

## **STUDENT RESPONSIBILITIES**

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards by.

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

## **SENATE BILL 319**

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

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

## **SPECIAL NEEDS SERVICES**

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

## **SPEECH**

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



## **SPORTING EVENTS**

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

## **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.

## **TELEPHONES**

Student use of classroom telephone is prohibited. If a student receives a telephone message during the school day, the message will be delivered during transition between classes, at lunch, or at a convenient time for the messenger.

Student use of cellular/mobile phone, smart watches, audio devices, and/or any device that connects to the internet/wifi is strictly prohibited during school time (7:30-3:45). Failure to comply will result in consequences listed below.

### **CONSEQUENCES FOR VIOLATIONS:**

1st offense--Student(s) electronic device(s) will be confiscated and turned in at the office for parent/guardian pick-up.

2nd offense--Student(s) electronic device(s) will be confiscated and turned in at the office for parent/guardian pick-up. Student(s) will receive a 1-3 day ISS suspension.

3rd offense and beyond--Student(s) electronic device(s) will be confiscated and turned in at the office for parent/guardian pick-up. Student(s) will receive a 3-10 day OSS suspension.

**\*\*Any failure to comply with rendering the electronic device(s) will result in a 5-10 day OSS suspension.**

## **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.

## **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. Students 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 with 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.

## **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>

## **PUBLIC NOTICES**

### **GREENFIELD R-IV SCHOOL DISTRICT INTERNET ACCEPTABLE USE AGREEMENT**

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

#### **Responsibilities**

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

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

#### **Restrictions**

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

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

#### **Rights and Privileges**

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

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

#### **Disclaimers**

The Greenfield School District makes no warranties of any kind, either expressed or implied for the provided access. The staff, the school and the Greenfield School District are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on Greenfield School District resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through Greenfield School

District provided access. Further, even though the Greenfield School District may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statutes.

### **Sanctions**

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

### **PARENTS' RIGHT TO KNOW-ESSA**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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

- 1. What is a complaint?** For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
- 2. Who may file a complaint?** Any individual or organization may file a complaint.
- 3. How can a complaint be filed?** Complaints can be filed with the LEA or with the Department.
- 4. How will a complaint filed with the LEA be investigated?** Complaints filed with the LEA are to be investigated and attempted to be resolved according to the 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 ESSA 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 forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:
  - 1. Record.** A written record of the investigation will be kept.
  - 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
  - 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  - 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  - 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
  - 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- 8. How are complaints related to equitable services to nonpublic school children handled differently?** In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
- 9. How will appeals to the Department be investigated?** The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
- 10. What happens if a complaint is not resolved at the state level (the Department)?** The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## **TITLE ONE GRIEVANCE PROCEDURE**

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Title I shall file with the superintendent a written complaint containing the specific nature of the alleged violation, the time and the place of the violation, and related details of the alleged violation. The superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided to each member of the Board of Education.

If the complainant is not satisfied with such a response, he or she may submit a written appeal to the Board. The Board shall consider the appeal at its regularly scheduled board meeting following receipt of

the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing. If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen working days following resolution of the complaint by the Board of the state director of Title I. The state director of Title I will initiate an investigation to determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board of Education, the Board's action will stand.

## **HOMELESS ASSISTANCE**

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

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

## **NOTICE TO PARENTS-FERPA**

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-FAPE**

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.

## **STUDENT RECORDS**

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

If a parent does not wish such information be released, signed written notice to that effect should be provided to both the sponsor or the depicted activity, as well as the school principal before September 1 and each school year. Upon graduation, supplementary information no longer needed to provide educational services to the student will be destroyed. However, a permanent record containing the student's name, address, phone number, grades attendance record, test scores, classes attended, grade legal completed and year completed will be retained without limitation.

## **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.

## **HARASSMENT POLICY**

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

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 district wide anti bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti discrimination and anti bullying education and training programs. In addition, the anti-bullying 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 anti bullying 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 anti-bullying 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.

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

**Board approved June, 2023**