



2016-2017
Green Ridge R-VIII
Elementary
Student
Handbook

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Dear Parents and Students,

It is my privilege to welcome you to the Green Ridge R-VIII 2016-17 school year! The faculty and staff join me in saying we are proud to have you as part of our educational team! The staff at Green Ridge Elementary take great pride in creating a learning environment that is safe, welcoming, and designed to meet the needs of all students.

As partners in the learning process, parents and community, are a vital part of educating a child. It takes all of us to ensure that students meet the high expectations needed for future academic and social achievement. We encourage you to support your child in their learning, and communicate the importance of responsibility, motivation, and expectations.

The pages of this handbook are filled with important information regarding school policy and procedures. These may also be found on the school webpage. I suggest that parents and students review the content together. If you have questions or concerns about this or other information, feel free to call me at 660-527-3315.

Have a great year!

Rachel Hammers, Elementary Principal

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GREEN RIDGE BOARD OF EDUCATION MISSION STATEMENT

Bd. Policy 0200

In partnership with parents and community, Green Ridge R-VIII will educate and motivate our students to become productive successful citizens.

DISTRICT PHILOSOPHY

Bd. Policy 1430

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitation of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district’s educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

STATEMENT OF NON-DISCRIMINATION

Bd. Policy 2100

The Green Ridge R-VIII District does not discriminate against any persons on the basis of sex, race, national origin, ancestry, creed, or physical, mental, emotional, learning, learning disabilities or handicap in education programs or activities.

ADULTS ENTERING THE BUILDING

Bd. Policy 1430

ALL visitors to Green Ridge School **MUST** use the main entrance and report to the office. If you are going past the office you must sign in and obtain a visitor's pass and sign out when you leave. No one will be allowed to enter a classroom during the school day without permission from the office. If you need to pick your child up before the end of the school day, you will be required to come to the office to sign them out, and your child will be called from their classroom to meet you in the office. This is done to ensure your child's safety and to lessen classroom disruptions.

ARRIVAL FOR SCHOOL

Bd. Policy 2330

Students should not arrive at school until 7:30 a.m. If a student does arrive before **7:30 a.m.** they are to remain in the front foyer, but **they are unsupervised.** When dropping off your student in the morning please **pull forward to the yellow pole.** This allows ample room for busses or other cars to unload their children safely. You will need to park if you are planning to come inside the school.

At 7:30 a.m. students are to **go directly to the multi-purpose gym** to their class lines. From here they go to breakfast if needed. Students will be picked up from the multi-purpose gym at 7:45 by their teachers. Students should not go anywhere other than breakfast without gaining permission from the teachers on duty. This includes going to the restroom, band room, classroom, or back to the front foyer to get items they left.

Once students arrive at school, they are not to leave the campus without permission from the principal's office. Students are advised that most requests to leave school grounds will be denied unless permission has been obtained from a parent. **NEVER LEAVE THE BUILDING WITHOUT FIRST REPORTING TO THE PRINCIPAL'S OFFICE AND OBTAINING PERMISSION.** Failure to do so will result in truancy regardless of the excuse presented. Notes for early dismissals must be turned in to the office the first thing in the morning. Students will be left in class until the parent/guardian arrives to pick up the student.

ARTICLES FROM HOME

The school is not responsible for any item brought from home. This includes, but is not limited to: toys, stereos, radios, baseball or other trading cards, clothing, books, cell phones, video games and other electronic gear, etc. These nonessential items may be confiscated and require a parent/guardian to retrieve the item(s).

ATTENDANCE POLICY

Bd. Policy 2310

All residents of school age are required to meet educational requirements in accordance with the laws of the State of Missouri and the rules and regulations of the Board of Education.

School attendance is a vital part of each student's education. Regular and punctual attendance is necessary for the proper functioning of the entire school program. Students who have good attendance generally earn higher grades and enjoy school more. Absenteeism is a major cause of school failure. Classroom instruction lost by absenteeism cannot entirely be regained. If a student is absent for eight (8) days in a semester notification will be made to the parents/legal guardian and may be reported to the proper authorities for educational neglect. Student absences exceeding 8 days in one semester will be in violation of the attendance policy, which may result in a parent contact, parent-principal conference, required summer school, or grade level retention.

Reasons that will be allowed are:

Excused absences would include: illness, death in the family, hospitalization (verified by a doctor's note), or a doctor's appointment (verified with a doctor's note).

If a student is absent for 2 consecutive days a doctor's note will be required for an absence to be excused.

Parents are encouraged to schedule routine appointments during early outs or late start days.

Unexcused absences would include: **recreational trips, vacations**, hair appointments, lice/nits, or shopping.

It is important for your child to be in school each day, except for illness. Children who have a fever, or nausea, or other symptoms of illness should be kept at home to avoid infecting others and to prevent further sickness from developing in your child. If your child gets sent home from school with a fever, he/she will need to maintain a normal body temperature for at least 24 hours before returning to school.

Please call the school (527-3315) by 9:00 a.m. if your child will be absent that day. (Homework can be requested at this time.) Students will have one day to make up assignments for each day that they have been absent.

Tardiness

Students have to be in the classrooms by 8:00. Students who are not will be considered tardy and the parent must sign them in at the office. Consistent tardiness disrupts the classroom, and creates distress for the student. (Tardies will count against outstanding attendance awards.) Class will begin promptly at 8:00a.m. Therefore it is a good idea to have them there before 8:00 in order to get settled in for the day.

Checking Out Early

Parents are encouraged not to check students out early if at all possible. This is a disruption to the educational process of all students in the class. (Checking out will count against outstanding attendance awards.) If it is necessary, students will need to be signed out by a parent or parent appointed adult in the office.

BIRTHDAYS

Birthday parties will not be held at school, but if you would like to send treats, please make arrangements with your child's teacher in advance. Birthday invitations will not be distributed at school, to avoid hurt feelings and disruptions of learning. Please call or mail invitations to those involved. The school cannot provide phone numbers and addresses to parents.

BREAKFAST AND LUNCH PROGRAM

The Green Ridge cafeteria provides a breakfast and lunch program for grades K-12.

Meal and Milk Prices are:

Breakfast	\$1.40
Reduced Breakfast	\$.30
Lunch K-6	\$1.70
Reduced Lunch	\$.40

Students will be allowed to charge up to \$15.00 on their meal cards. After this, alternative meals will be provided to the student. If interested, please complete and return to the office the form for free and reduced breakfasts and lunches. A choice of a hot or cold breakfast is served from 7:30-7:50 a.m. Both choices of breakfast are \$1.30 for all grades. Students must be in line **by 7:50a.m.** in order to eat breakfast, unless their bus arrives late.

Elementary students are not allowed to bring pop to drink with lunch. Please provide your child with juice, milk, or water. Milk for sack lunches or extra lunch milk may be purchased for \$0.40 a carton. **Snack milk** for grades K-2 is available for \$0.40 a carton (**this is not part of the free/reduces lunch program**).

Breakfast, lunch, extra milk, and snack milk money should be turned in to the classroom teacher. It should be labeled and noted with the child's name and amount enclosed. If you have more than one child, please list each child's name and the amount to go in each child's account.

Grade cards will be held at the end of each quarter if there are breakfast or lunch charges owed.

BULLYING

Bd. Policy 2655

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of

individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, and expulsion and law enforcement contacted.

COMMON AREA EXPECTATIONS

Hallway

When moving throughout the building, students are expected to:

- Walk, walk, walk
- Walk in a straight line on the right side of the hallway
- Keep eyes forward, feet forward, and hands to their side
- Keep their hands, feet, body off the wall and to themselves
- Not talk, No Exceptions
- Wait for their teacher before entering the hallways
- Enter all rooms and classes orderly and quietly
- Stay with their class at all times unless given permission from a teacher.
- Do not get out of line to hug, high five, get a drink, etc.
- When passing through doorways keep hands at their side do not jump up to touch top of the door frame

Arrival

Upon arrival at our school, students are expected to:

- Enter the building by walking quietly, safely, and in an orderly manner with hands and feet to self
- Return all adult greetings
- Sit and wait in designated area, using quiet voices
- Walk directly to classrooms without stopping at restrooms or drinking fountains
- Enter classrooms quietly and follow the morning routine set by the teacher

Lunchroom procedures

When using the cafeteria students are expected to:

- Enter in a straight line
- Sit on their bottom with BOTH legs under the table and feet on the ground
- Say "Please and Thank You" to the kitchen staff as trays are picked up
- Use a quiet voice to talk to the people sitting at their table
- STAY in their seats
- Eat food on his/her tray only. Do not take food from others.
- Chew with mouths closed and use utensils properly
- Do not play with or throw food
- Clean up any messes made
- Put trays away when finished eating and sit quietly

Restroom procedures

When using the restroom in our building, students are expected to:

- Wait silently until it is their turn
- Have only one student per stall
- Respect privacy
- Do business and get out
- Keep hands and feet to self
- Keep all classroom materials out of the restroom
- Turn their voices off
- Not waste toilet paper, soap, or paper towels
- Keep the trash in the cans and the water off the outsides of the sink
- Report any "messes" to their teachers

Dismissal

When dismissing at the end of the day, students are expected to:

- Line up with appropriate teacher
- Walk in a straight line by grade level to appropriate dismissal spot or bus
- Keep hands and feet to themselves
- Sit in seat on the bus or wait patiently for car pick up
- Have a note from the office or your parent if there is changes in pick up routine.
- (Bus, car rider, or walker) Students will follow their same routine unless the school is notified.

Recess

Recess will be held outside if at all possible, and students should dress for the weather. When going outside to recess, students are expected to conduct themselves in a manner that will keep them safe and others safe at all times. Teachers may impose other guidelines as necessary for their classroom safety. They should:

- Be able to hear and see the teacher at all times
- Stay on the playground during recess
- Stay off the fences at all times
- Equipment has been provided for you. Do not bring toys, balls or other items from home.
- Ask permission if they must leave the playground area
- Line up quickly and quietly when teacher signals
- Enter building silently
- Clean dirt off of shoes before entering building

Playground Guidelines

Swings

- One person at a time in swing
- Never stand on swings
- No jumping from swings
- Use caution when walking close to swings

Slides

- One person at a time on the slide
- Slide on bottom, feet first
- Do not jump onto slide from the landing.
- Do not climb up the slide

Horizontal ladder

- No climbing on top of the ladder
- Traffic should be in one direction only
- Do not jump from ladder. Climbing only
- Do not play under the ladder

Teeter-totters

- Face center
- One on a side at a time
- No bumps
- No standing on teeter-totters

Rock Wall- is for climbing only

- No sitting on top of wall
- No kicking wall or other students
- Jumping off is not allowed

Zipline

- Line should be formed at one end only
- One person at a time
- No playing under zipline
- When your turn is over, exit area immediately.
- Return to the line if you would like another turn

If there is inclement weather and recess must be held inside, the students will have recess in the classroom or in the gym at the teachers' discretion.

Indoor Recess

- No activity should be carried on in the hallways
- Stay out of the equipment area and halls unless otherwise instructed
- Do not throw basketballs at the walls or at any person
- NO ONE is to jump on or off the stage.
- Stay on the gym floor unless retrieving a ball with permission of the teacher
- Stay off the bleachers unless given permission by the teacher
- Teachers may impose other guidelines as necessary for their classroom safety

CONFERENCES AND COMMUNICATION

You are encouraged to confer with your child's teacher throughout the school year. If you would like a conference, please schedule it ahead of time. Parent/Teacher conferences are held at the end of the first quarter, and at the end of third quarter. Many teachers use web pages, notes, and newsletters to communicate upcoming

events and interests. The best way to contact a teacher is by email. All teachers in the district have an email that consists of their last name and the initial of their first name followed by grtigers.net. i.e. hammersr@grtigers.net

CUSTODY OF CHILDREN

Determining who has legal custody of children can be very difficult and problematic when determining whether or not a student can go with a particular parent or relative. If there is a situation in your family in which your child is not allowed to be released with a particular parent or individual, please notify the school office immediately. A parent/legal guardian **MUST** have legal custody of a child before he/she can deny the other parent or individual access to the child. **Custody papers MUST be on file at the school.**

DISCIPLINARY ACTIONS

Bd. Policies 2600-2663

It is the belief of Green Ridge Elementary that every member of our school community deserves the right to be protected and respected in a school environment that is safe for everyone and is conducive to learning.

Students are expected to conduct themselves in a respectful, responsible, and caring manner. Students are encouraged to solve problems and differences in a peaceful manner, and accept the directions given to them by any staff member.

All students should not display any behavior that stops teachers from teaching or students from learning.

Students who display inappropriate behavior shall be subjected to the following disciplinary actions, and depending upon the seriousness of the inappropriate behavior, one or more of the following corrective actions, or other appropriate actions deemed necessary for correction will be taken by school officials.

- **Informal Talk.** A school official, usually a teacher, will talk to the student and reach an agreement regarding how the student will conduct him/herself.
- **Conference.** A formal conference is held between the student and one or more officials. During this conference, the student must agree to change his/her behavior. Conference will be recorded in student behavior file
- **Loss of Participation.** May include removal from class participation, or other school activities. A report will be placed in the student file.
- **Parent Involvement.** A parent or legal guardian is notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her guardian, appropriate school officials, and other involved individuals. A note will be placed in the student behavior file.
- **Corporal Punishment.** Corporal punishment may be administered pursuant to guidelines set forth in the discipline policy. Parent contact will be made prior to being administered. Only the principal will administer corporal punishment with witnesses present. No more than three (3) swats will be given for any offense.
- **Short Suspension.** The student is excluded from school and related activities for a specific period of one to three school days. The student is informed that he/she is subject to a short suspension and may discuss his/her side of the situation with the appropriate school official. Parents shall be notified of the action. A note will be made in the student behavior file. Suspension will begin immediately for activities.
- **Long Suspension.** The student is informed that he/she is subject to a long suspension and may discuss his/her side of the situation with the appropriate school official. During the long suspension the student is excluded from school and all related activities for a period of four to ten school days. Parents shall be notified of the action. A note will be made in the student behavior file. Suspension will begin immediately for activities.

- **In-School Suspension (ISS).** The student is assigned one to five days of supervised study away from the regular classroom. All work must be completed prior to returning to regular classes. All work will count toward the student's grade. Students are not eligible for any extra curricular or co-curricular activities during the period of in-school suspension. A list of rules will be posted in the in-school suspension room. The student is not to be on school property except during regular school hours. Students who fail to cooperate during the period of ISS will be given out of school suspension.
- **Expulsion.** The student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made. An expulsion includes the removal of a student from school, from school activities and all related school functions. The length of time that a student is expelled is determined by the Board of Education. The student and his/her guardian shall be notified of pending expulsion and information about his/her rights under due process will be explained. A note will be placed in the student behavior file.
- **Time Out.** A student is given a break in a place other than the classroom to calm down or think about their behavior and the rule(s) that have been broken.

Serious Infractions

1. Academic Dishonesty: A student copies or turns in work that was not completed by himself/herself.
 - i. First Offense: Paper receives a zero, parents are notified, ISS
 - ii. Subsequent Offense: Paper receives a zero, parents are notified, ISS, OSS
2. Alcohol/Drugs: Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance.
 - i. First Offense: 1-180 day suspension, notification of law enforcement
 - ii. Subsequent Offense: expulsion, notification of law enforcement
3. Arson: Intentionally causing or attempting to cause a fire or explosion.
 - i. First Offense: 1-180 day suspension, expulsion
 - ii. Subsequent Offense: expulsion
4. Assault: Use of physical force with the intent to do bodily harm
 - i. First Offense: 1-180 day suspension, expulsion
 - ii. Subsequent Offense: 1-180 day suspension, expulsion
5. Electronic Devices: Use of electronic devices at inappropriate times of the day or using the devices to create a classroom disruption.
 - i. First Offense: conference, confiscation, suspension
 - ii. Subsequent Offense: Suspension
6. Bus Misconduct: Conduct which has the intent on disrupting the transportation of students.
 - i. First Offense: Conference, parent notification, loss of bus riding privileges
 - ii. Subsequent Offense: Suspension from bus, parent notification
7. Defiance of Authority: Refusal to obey rules, student handbook, directions, or the defiance of school authority.
 - i. First Offense: Conference, parent notification, silent lunch, loss of recess
 - ii. Subsequent Offense: ISS, OSS, 1-180 day suspension
8. False Alarm: The ringing of an alarm for the purpose of disrupting the educational process.
 - i. First Offense: Conference, parent notification,
 - ii. Subsequent Offense: ISS, OSS expulsion
9. Fighting: Physically striking another in mutual contact as differentiated by an assault.
 - i. First Offense: Conference, parent notification, ISS, 1-180 day suspension.
 - ii. Subsequent Offense: ISS, OSS
10. Indecent Exposure: Public display of buttocks, genitals, or breasts.

- i. First Offense: Conference, parent notification, loss of recess, silent lunch
 - ii. Subsequent Offense: Suspension, expulsion
- 11. Harassment: Use of hate language or physical threat to demean other persons due to race, gender, disability Natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech.
 - i. First Offense: conference, parent notification, loss of recess, silent lunch, ISS
 - ii. Subsequent Offense: suspension, expulsion
- 12. Profanity: Language that is blasphemous words, or cursing.
 - i. First Offense: Conference, ISS, parental notification, loss of recess, silent lunch
 - ii. Subsequent Offense: ISS, OSS
- 13. Public Displays of Affection: Consensual kissing, fondling, or embracing.
 - i. First Offense: Conference, missed recess, parent notification, silent lunch
 - ii. Subsequent Offense: ISS, expulsion
- 14. Sexual Harassment: Use of sexually intimidating language, pictures, or objects.
 - i. First Offense: Conference, ISS, OSS, parent notification, loss of recess, silent lunch
 - ii. Subsequent Offense: Suspension, expulsion
- 15. Theft, Extortion, or Vandalism: Non-consensual taking of another's property; the threat to verbally or physically harm someone; Intentional damage to property.
 - i. First Offense: Conference, possible restitution, loss of recess, silent lunch
 - ii. Subsequent Offense: ISS, possible restitution, OSS, expulsion
- 16. Tobacco Use: Possession or use of tobacco or tobacco products.
 - i. First Offense: Conference, ISS, OSS, parent notification
 - ii. Subsequent Offense: ISS, OSS
- 17. Truancy, Tardiness, or Absence: Absent or tardy from class without authorization.
 - i. First Offense: Conference, parent notification, loss of recess, silent lunch
 - ii. Subsequent Offense: ISS, OSS, expulsion
- 18. Weapons: Any item used to harm others.
 - i. First Offense: ISS, Expulsion
 - ii. Subsequent Offense: Suspension, Expulsion

DISMISSAL

When school is dismissed at the end of the day **all elementary students are to exit from the front of the building**. If elementary students are to ride with older brothers and sisters they will need to drive around to the front and pick them up along with all the other car riders. A teacher will be present with each grade level as they get on the bus and are dismissed as walkers/car riders.

If you are a car rider, the person that is picking you up may stay in their car and pull through the bus lane once the buses have left. Please pull up to the yellow bar/pole and make your stop as brief as possible when picking up at the end of the day. The teachers will be there to assist students to the proper car.

If you are getting out of your car to wait for a student, please stay against the rail in the front of the building and away from the door. Teachers will bring the students out the door and down the sidewalk. The doorway must remain open.

Parents are requested to inform the teacher of the student's normal after school routine. It is important **to stick to this routine** as often as possible. If a student must do something different, a parent/guardian must send a note to the child's teacher that morning. The person picking up the student **must have I.D.** if they are not the normal pick up. If an emergency does occur and you must call the school to change plans, please do so by

2:00pm. The end of the day if often rushed in the office and the sooner the notification the better.

If a student is to go home with another student **both sets of parents must send a note.** If we do not have confirmation from both parties, students will be sent to their normal destination.

DRESS CODE

Bd. Policy 2651

The Green Ridge R-VIII school district expects student dress and grooming to be neat, clean, and in good taste so each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and the parent/guardian within the following guidelines:

- All students must wear shoes, boots, or other type of footwear.
- Clothing with obscene, suggestive, or profane words/pictures that promote drugs, alcohol, or tobacco is not acceptable.
- Bare midriffs, halter-type t-shirts, and spaghetti-strap shirts, open-sided (muscle) or large armhole shirts, swimwear, and mesh shirts are not permitted. Tank top straps are to have a strap width of 1½ inches. The midriff area front & back is to be covered by clothing at all times whether sitting, standing, or bending over.
- Hats, bandanas, caps, sunglasses, scarves, or hoods may not be worn in the building.
- Skirts and shorts need to need to be mid-thigh length. All skin above mid-thigh should be covered. This includes short skirts, shorts, dresses, etc.
- Clothes must cover and conceal undergarments at all times.
- Clothing should not show an excessive amount of bare skin
- Students go outside for recess whenever possible. There is no specific dress code mandated for attending recess in cold weather, but students inappropriately dressed for the cold may be kept in. The teacher or principal will make this decision. Please be sure that students have appropriate cold weather clothing.

When, in the judgment of the principal, a student's appearance or mode of dress does not meet the dress code, disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modification.

ENROLLMENT INFORMATION

Bd. Policy 2200

The Green Ridge R-VIII School District requires the following documentation upon the enrollment of students K - 12. Immunization records showing month, day and year of immunization, documented social security number, and birth certificate. Copies of these documents will be made and placed in the student file folder. Immunization records must be current and meet the state guidelines before enrollment procedures can be completed and the student officially enrolled in school.

Pre-Kindergarten enrollment is completed in the spring of the year. To be eligible to enroll the child must have reached age 5 by August 1.

FIELD TRIPS

Each grade level can take one scheduled field trip per year. Permission slips will be sent home and are required to be signed and returned to school before the trip date. We may not be able to have all willing parents help with these trips as there may be ticket limits, destination restrictions, and/or transportation restrictions. Room parents will receive first priority on attending the field trips. We ask that other arrangements be made for siblings or other children so that this may be a special day for

you and your child on the field trip. Students must ride the bus to and from the field trip.

FOOD AND DRINK IN CLASSROOMS

No food or drink is allowed in the classrooms or hallways, unless authorized by the teacher or principal.

GRADING SYSTEM

Kindergarten and First graders will be assessed with an objective check off system.

Grades Two through Six will be using the following grading scale.

95 - 100%	A	80 - 82%	B-	67 - 69%	D+
90 - 94%	A-	77 - 79%	C+	63 - 66%	D
87 - 89%	B+	73 - 76%	C	60 - 62%	D-
83 - 86%	B	70 - 71%	C-	59% & below	F

HARASSMENT

Bd. Policy 2130

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

HEALTH ROOM

MEDICATION ADMINISTRATION

Bd. Policy 2870

Prescription Medication

To administer any prescription medication the student's physician must provide a written request that the student be given medication during school hours. In addition the parent/guardian must also request in writing

that these medications be given. A parent/guardian or responsible party must deliver all medication to the school nurse. Prescription drugs shall be in the original container labeled with the physician's prescription.

Non Prescription/over the counter medications

Medication may be given at school if the parent/guardian completes the "Request for Medication Administration" form and provides the medication in the original manufacturer's container. The medication will be given following the dosage recommendations on the label for the age and weight of the student. Nursing discretion must be utilized in determining the appropriate use of request over the counter medication for a child. Acetaminophen (Tylenol) will only be given to students for pain/fever if the parent/guardian has completed, signed and returned the Health Data Form indicating consent under the Tylenol Consent area. Dosage will be determined by age/weight. Violation of this policy may result in suspension from school. Unused medication must be picked up or it will be disposed of at the end of the school year.

COMMUNICABLE DISEASES REQUIRING EXCLUSION

Bd. Policy 2860

- Chickenpox and Shingles
Exclusion until day 6 following appearance of skin eruptions. All lesions must be dry and crusted. The student must be seen by the health aide prior to returning to the classroom.
- Rubella (German Measles)
Exclusion for 7 days after the appearance of the rash. Doctor's note required.
- Measles
Exclusion cold symptoms and at least 4 days following the appearance of the rash. A doctor's note is required.
- Impetigo
Exclusion until all lesions are healed or until 24 hours following medical treatment. A doctor's note is required.
- Scabies
Exclusion until the day after adequate treatment from a physician is completed. A doctor's note is required.
- Fifth's Disease
Exclusion from school if fever is 100 degrees or greater. The student has already been communicable by the time the rash appears.
- Unknown Rashes
It is not within the scope of nursing to "diagnose" any disease or disorder. Therefore, if the health aide cannot identify any type of rash on a student, the student must be excluded and considered communicable until the student brings a note from a physician stating otherwise. The student may attend school as long as the physician's orders for the diagnosed rash follows the guidelines listed in the Center for Disease Control's "Communicable Disease Manual".
- Red/Inflamed Eyes and Pink Eye
Exclusion until a doctor's note stating a diagnosis and 24hours following medication if needed.
- Streptococcal Throat and Scarlet Fever
If the health aide suspects a student might have "strep" throat, the student will be excluded from school until they have been seen by a physician. If antibiotic treatment is prescribed the student may return to school 24 hours after beginning treatment.
- Vomiting or Diarrhea
Any student that has vomited or is complaining of diarrhea will be considered communicable and will be excluded until symptoms subside. In addition, any student that has vomited or has had diarrhea at home, should be kept home until symptoms subside.

- Fever
In any illness the student will be excluded from school if they are found to have a temperature of 100 degrees or greater. The student will need to maintain a normal body temperature for at least 24 hours before returning to school. This is to protect your child from further illness and also protect the other children at school.
- Head Lice
Any student found to have head lice or nits will be excluded from school and school functions until effective treatment has been received and the student is free of live lice and nits. Upon returning to school the student will need to be examined by the school health aide before being admitted back to class.
- Ringworm
Exclusion until seen by a physician and treatment has been started. A doctor's note will be required.
- Mononucleosis
No exclusion is necessary. Students may attend as long as body temperature remains normal.
- Meningitis
Exclusion until 24 hours following effective antibiotic therapy. A doctor's note is required.

Health Form/Communicable Disease Exclusion (Rev Aug 03)

HOMEWORK AND MAKE-UP WORK

Homework Definition - Any work that is unfinished at school is to be completed and returned by a deadline (such as the next day, or a set date).

Absentee Work: a student will have one day for every day of school they miss to complete work assigned while they were gone. **If a parent/student requests work while gone it is expected that some of the work will be completed upon returning to school.**

HONOR ROLL AND AWARDS

Special recognition is given at the end of each quarter at the PTO sponsored awards assembly. Students are recognized for achievement, effort, sportsmanship, and citizenship. Students in grades 3-6 are eligible for recognition on the elementary honor roll. In order to achieve recognition on the A honor roll a student must have earned a grade no lower than an A- in every class. Recognition on the B honor roll would require a student to earn no grade lower than a B- in every class.

LIBRARY PROCEDURES AND POLICY

All students in grades 1-6 will have an opportunity during their weekly library classes to check out two books. Kindergarten students will have an opportunity during their weekly library classes to check out one book. Individual students may come to the library during the week as needed when library classes are not in session.

Check-Out Procedures

Books may be checked out for a two-week period. Students are to have only two books checked out at a time unless special permission has been granted by the Librarian. Students in grades 3-6 may also check out one magazine for a two-week period.

Renewal Procedure

Books may be renewed one time for an additional two week period. Students must bring books to the library in order for them to be renewed. Current Mark Twain nominees, Truman nominees, and reserved books may not be renewed because of high demand.

Overdue Library Materials

Students with overdue library materials will not be allowed to check out any items until the overdue materials are returned. **GRADE CARDS WILL BE WITHHELD UNTIL MATERIALS ARE RETURNED.**

Lost Books and Magazines

Lost books or magazines will be paid for by the student. A replacement cost including shipping and handling is charged for a lost book. The charge for a lost magazine is two times the cover price of the magazine or a replacement of the magazine. **GRADE CARDS WILL BE WITHHELD UNTIL ALL MATERIALS ARE PAID FOR OR RETURNED TO THE LIBRARY.** A refund based on the condition of the book or magazine will be given if lost materials are found after payment has been made.

LOST AND FOUND

Lost and Found items will be kept on a table in the cafeteria. Items such as glasses, phones, wallets, etc. will be placed in the office.

PERSONAL ELECTRONIC GEAR

Bd. Policy 2656

Bleepers, laser pointers, phones, ipods, mp3 players, and other electronic devices will not be allowed during school hours. Students that carry a cell phone must turn their phones off or set them to silent upon entering the building. Cell phones must remain put away and silent during the school day.

If a student is caught using their cell phone or electronic device during school it will be confiscated and sent to the office. The first violation will require the student to pick it up at the end of the day. Multiple offenses will result in parents/guardians being required to pick up the phone/device and the student receiving missed privileges. Repeated infractions WILL result in the student being banned from carrying the phone or device.

Students may use an electronic reader, such as a Kindle or Nook, if given permission by the teacher. It should only be used as a reader and not as a gaming device.

The school will not be responsible for lost or stolen items if they are brought to school.

PROFANITY

The use of dirty, profane or other abusive language will not be tolerated. Such use includes gestures and slang substitutions of profane language. Consequences will be decided by the administration in regard to the appropriateness to the age of the child and the frequency of the problem.

PROGRESS REPORTS

Progress reports will be emailed to parents that have a working email listed on their beginning of the year data forms. Reports will be emailed out weekly.

RETENTION OF PUPILS

Bd. Policy 2520

If a pupil is to be retained, recommendations by the classroom teacher should be made to the principal no later than the end of the third quarter, preferably by the end of the first semester, and parents should be informed of the possibility at that time. The classroom teacher must present evidence that the student may benefit from retention. The following considerations should be used in recommending retention of students.

Academics

- Reading and Math are key subject areas to be used in considering retention. Especially if the student is functioning below grade level in both areas.
- Students in Kindergarten through Third grade should be considered for retention if most core academic

grades average below grade level.

- Students in Fourth through Sixth grade should be considered for retention if all core academic grades average as (D) or below at grade level.
- Classroom performance should receive more emphasis than achievement tests in determining consideration for retention.

Testing

- Students should not be retained if their I.Q. is within the mentally deficient range and have been identified and placed in EMR.
- Careful consideration must be made in recommending retention of learning disabled students. Academic grades, achievement tests scores, and advisement from the L.D. teacher may be used to aid the classroom teacher in their recommendation.
- Students with a low I.Q. (71-85) may have to be retained more than once to master basic essential skills, however this should only be done with careful consideration.
- Achievement test scores should be compared to I.Q. to determine potential for learning.
- Because students are sometimes apprehensive or guess on achievement tests, scores should be carefully examined and compared to classroom performance.

Maturity and Readiness

- Students may benefit from retention due to social immaturity. Factors of immaturity include: lack of self-control, inability to share, lack of independence from parents, and inability to accept personal responsibility for their age level.
- Lack of readiness centers around skill development including: poor motor development, poor mental development, and poor study skills.

Absenteeism

Excessive absence should be monitored carefully. Excessive absences should play a part in considering a student for retention if major concept areas of knowledge have been missed during the absence.

Decision to Retain

School administration shall make the final decision in a retention case; however parents must be given an opportunity to disagree with the teacher's recommendation.

SCHOOL BUS SAFETY RULES

Bd. Policy 2652

1. Leave home early enough to arrive on time at the bus stop. Dress properly for the weather.
2. Stay away from the bus until it stops and the driver signals you to board. Enter in single file without pushing or shoving.
3. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
4. Help keep the bus neat and clean. Keep your books and lunch out of the aisle and away from emergency exits. Eating and drinking is NOT allowed on the bus.
5. Be courteous to the driver and the other students.
6. Sit quietly with your hands to yourself, and never shout or throw things. Always listen when the driver speaks.
7. Get off the bus carefully. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you.
8. Never walk in the danger zone close to the bus where the driver can't see you.
9. Never run back to the bus even if you dropped or forgot something.
10. If you cross the road when you get off, wait for the driver's signal and cross in front of the bus. Check again to make sure you're five giant steps away from the bus.
11. Cross the street after checking both ways for traffic.
12. Please report any strangers or suspicious characters to the bus driver or your teacher.

Bus Violations

If a student is not following the bus safety rules, the bus driver can write a referral. The referral is given to the school administration and to the parents.

1. The "first" note is only a WARNING that the student has broken the bus safety rules. The note has to be signed and returned to the bus driver the following morning.
2. The "second" note will bring DISCIPLINARY ACTION and possible suspension of bus riding privileges from 1 to 5 days. Parents must contact the bus driver, the child's principal or the director of Transportation to see if a solution to the problem can be reached. If no contact is made with one of the above, the student will not be allowed to ride the bus.
3. The "third" note may bring from one day to complete SUSPENSION from riding the bus. (parents or guardians must meet with the bus driver, the director of transportation, principal and superintendent if the student is to be allowed to ride the bus after the suspension period-and then-only if proper corrective measures have been worked out)

SCHOOL MESSENGER

All parents are encouraged to keep all telephone and email contacts up-to-date. These numbers are entered into our School Messenger system to notify you of important events. *Ie: school early outs, programs, bus issues, and progress reports.* If your contact information changes, please notify the school as soon as possible.

SCHOOL PARTIES

The PTO sponsors 2 parties each year, a fall party and a valentine's day party. These 2 parties are planned and put on by room parents. Room parents should not bring younger siblings to attend a class party. This event is for the class only. In addition, many teachers will have a Christmas party and/or other celebration parties throughout the year. These parties are communicated to parents through classroom newsletters or notes home.

SITUATIONS REQUIRING A NOTE FROM THE PARENT

Please send a note to school with your child if...

1. Different transportation arrangements are planned.
2. Another child is to go home with your child
3. Your child is going home with or being picked up by someone else.
4. You are planning an early pick up.
5. You want activities limited due to illness.
6. Your child needs to stay in from recess due to health reasons.
7. Your child has medication to take (see Health Room section).

SPECIAL EDUCATION

The Green Ridge R-VIII District has the established goal of providing a free and appropriate public opportunity for all students with disabilities; which includes learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. A full range of special services is available including diagnosis, therapy, testing and placement. Anyone with questions concerning Special Education should contact Angela Hagedorn at 527-3315.

STUDENT ASSIGNMENT TO CLASSROOMS

Classroom assignments are done to maintain a heterogeneous grouping of students by ability, sex, special needs and concerns, and to maintain equal class sizes. Parent requests for student placement based solely on teacher preference will not be considered.

STUDENT/TEACHER CONTACT

Students and teachers may be contacted during school hours by calling the school office. The phone number is 527-3315. However, students and teachers will be called from classes **ONLY** in an emergency. The best way to contact a teacher is through email. Staff emails are their last names, first initial@grtigers.net. For example: hammersr@grtigers.net

TELEPHONE

The telephone in the school office is for business/emergency purposes only. Students are not to use the phone and will not be called out of class except in emergencies. Students will have to have permission from the principal to make calls.

TEXTBOOKS

All textbooks will be furnished by the school. The students will be assigned books. These books must be kept by the students for the time she/he is in class. If there are any damages to the books, the student will be required to pay the replacement cost of the book.

VENDING MACHINES

Use of the vending machine is not allowed by elementary students unless authorized by a teacher or sponsor. If students are caught using the machine, food or drink will be taken away and not returned.

VISITS

Student instruction time is very important. In order to protect this time, please schedule before, during, or after

school appointments with teachers in advance. **(Anytime you visit, please check in at the office first.)** It is requested that younger brothers and sisters or other visitors **NOT** accompany students to school. If you have any questions, please contact the elementary principal.

****ALL VISITORS MUST REPORT TO THE OFFICE**

YOUR CHILD'S SAFETY

Your child's safety is important to us. Please follow the simple guidelines on this page for your child's safety.

- Teach your child his/her full name, address, phone number, school name, and parents' name(s).
- Teach walker and bus rider safety rules.
- Please discuss with your children those persons with whom they may or may not accept rides. This will eliminate confusion both at the end of the regular school day and in case of inclement weather and/or early dismissal. Please make sure that your child knows of, and understands, any changes in regular transportation (such as if a grandparent will be picking a student up and he should not ride the bus as usual, etc.) For lower elementary students, a note to the teacher explaining changes in after-school transportation is extremely helpful.
- If there is someone with whom your child should definitely NOT leave with, that information must be provided to the office and to the classroom teacher in writing. Legal proof of custody may be required, and again, please make sure that your child is aware of the situation.
- All walkers and those riding home by any means other than the bus are kept in the building until the last bus has left the area. Exceptions for auto transport are made for special cases if students are picked up 5 minutes before dismissal.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

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

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

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

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-5920

GREEN RIDGE R-VIII SCHOOL DISTRICT
ANNOUNCEMENT OF ANNUAL CENSUS OF ALL CHILDREN WITH DISABILITIES:

It is the responsibility of the Green Ridge School District that all children with disabilities, residing in the district, including children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated. This requirement applies to highly mobile children with disabilities (such as migrant and homeless children) and children who are suspected of being a child with a disability and in of special education even though they are advancing from grade to grade.

Public schools in the State of Missouri are required to conduct an annual census of all children ages birth to

twenty-one (21) with disabilities or who are suspected of having a disability who reside in the district. Local school districts must aggregate all census data as of December 1 of each year and report the data to the Missouri Department of Elementary and Secondary Education by December 15.

If you know of any child who is disabled and not receiving services please contact Angela Hagedorn, Special Education Director at 527-3315 or fill in the blank form below and return to the school as soon as possible.

Disabilities include:

- * Autism
- * Deaf/Blind
- * Emotional Disturbance
- * Hearing Impairment/Deafness
- * Mental Retardation
- * Multiple Disabilities
- * Orthopedic Impairment
- * Other Health Impairments
- * Learning Disability
- * Language Impairment
- * Sound System Disorder
- * Speech/Fluency
- * Speech/Voice
- * Traumatic Brain Injury
- * Vision Impairment
- * Young Child with Development Delay

THIS INFORMATION WILL BE KEPT CONFIDENTIAL

Name of Child: _____ Age _____

Date of Birth (if known): _____

Parent/LEGAL Guardian Name: _____

Address of Parent/Guardian: _____

Disability of child, in known: _____

Suspected disability: _____

Services now being provided: _____

Where? _____

Does child attend school? _____

If yes, where: _____

Use back of page if additional information needs to be given.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Green Ridge R-VIII 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/intellectual disability, multiple disabilities, orthopedic impairment, other health

impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Green Ridge R-VIII 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 Green Ridge R-VIII Office of Special Education, during regular school hours.

This notice will be provided in native languages as appropriate.

SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law 162.97-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such a time as it becomes evident that a child with a disability does not have a parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who reside in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent

504 PUBLIC NOTICE

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

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

The Green Ridge R-VIII School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at Green Ridge R-VIII schools during school operating hours.