

GREEN RIDGE R-VIII SCHOOL

Jr. HIGH and HIGH SCHOOL STUDENT HANDBOOK 2016 – 2017



Be where you are supposed to be;
Doing what you are supposed to be doing;
When you are supposed to be doing it.

GREEN RIDGE R-VIII 2015-2016 CALENDAR

18,19,20,24 Staff Inservice Days
25-SCHOOL BEGINS

AUGUST 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	%	%	%	21	22
23	%	*	26	27	28	29
30	31					

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	X	13
14	x	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

12 No School (Snow Make Up Day 2)
15 No School, President's Day (Snow Make Up Day 3)

4 No School, Kaysinger PD Day
7 No School, Labor Day
21 No School, PD Day

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	%	5
6	x	8	9	10	11	12
13	14	15	16	17	18	19
20	%	22	23	24	25	26
27	28	29	30			

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	^	12
13	14	15	16	17	18	19
20	21	22	%	x	x	26
27	x	x	x	31		

11 End Quarter 3 (46 days)
18 Early Out, Parent Teacher Conferences 1:30-5:00 pm
23 No School, PD Day
24,25,28,29,30 No School, Easter Break
(23-Make Up Day 4, 24-Make Up Day 5, 30-Make Up Day 6, 29-Make Up Day 7)

22 End Quarter 1 (40 days)
23 No School, PD Day
29 Early Out, Parent Teacher Conferences 1:30-8:30 pm
30 No School

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	^	%	24
25	26	27	28	29	x	31

APRIL 2016						
S	M	T	W	Th	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	%	26	27	28	29	30

25 No School, PD Day (Snow Make up Day 8)

2 Late Start, PD Day
25,26,27 Thanksgiving Break
30 Late Start, PD Day

NOVEMBER 2015						
S	M	T	W	Th	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	x	x	x	28
29	30					

MAY 2016						
S	M	T	W	Th	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	^	%	28
29	30	31				

21 Graduation
26 Early Out, LAST DAY
End Quarter 4 (47 days)
27 Teacher Workday (Snow Make Up Day 9)

18 Early Out, Break Begins
End Quarter 2 (36 days)
21-31 Christmas Break

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	^	19
20	x	x	x	x	x	26
27	x	x	x	x		

JUNE 2016						
S	M	T	W	Th	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		

1-Christmas Break
4 No School, PD Day
5 School Resumes
18 No School, MLK Day (Snow Make up Day 1)

JANUARY 2016						
S	M	T	W	Th	F	S
					x	2
3	%	5	6	7	8	9
10	11	12	13	14	15	16
17	x	19	20	21	22	23
24	25	26	27	28	29	30
31						

Key: * First/Last Day of School
X No School/Vacation
_ Late Start/Early Out
% Teacher PD Day, No Students
^ End of Quarter

This Green Ridge R-VIII Student Handbook Belongs To:

My Schedule:

1st hour _____

2nd hour _____

3rd hour _____

4th hour _____

5th hour _____

6th hour _____

7th hour _____

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General Information

Directory

Superintendent	Mrs. Cara Easter
High School Principal	Mr. Rodney Edington
Elementary Principal	Mrs. Rachel Hammers
Special Education Director	Mrs. Angie Hagedorn
Counselor	Ms. Erica Goans

Green Ridge R-VIII Board of Education Mission Statement **Policy 0200**

Our GR8 Mission: Educate and motivate our students to become productive successful citizens.

District Philosophy **Policy 0200**

We believe:

1. All children can learn in different ways, rates, and capacities and our instructions will reflect this.
2. Our teachers should have an expectation that every child can learn basic essential skills in math, reading, social studies and science.
3. The school should construct its curriculum and instruction so that every child has an opportunity to experience the fine arts in learning activities.
4. Every child has certain citizenship skills that should be enhanced by the school system to help ensure rightful placement in responsible society.
5. Varied consumer skills should be taught in practical arts classes.
6. All children need a successful basic education in health, recreation, and physical education skills.
7. Every child should have a reasonable opportunity to engage in extracurricular activities.

The District will make every effort to meet the educational legal mandates of the United States, the State of Missouri, and, at the same time, attempt to successfully respond to the expressed desires of the majority of the patrons of the District. Furthermore, the resources provided the staff; administration and the Board will be

managed in a prudent fiscal manner with education of youth as the guiding force behind its annual plan.

School Song

Once again dear old schoolmates assemble
As we lift our hearts in song;
To our high school, our dear alma-mater,
Let gladness the moments prolong,
We are proud of our lads and our lasses,
Of honors won in days gone by,
So here's a cheer for our old high school,
Our dear old high school, our dear old high,
Here's to the classes, here's to the lasses,
Here's to the lads they adore,
Here's to the Senior's so mighty,
Juniors so flighty, Freshies and Sophomores,
Let mirth and gladness, banish all sadness,
And as the days go by,
You'll find us ready, steady, boosting for our old high:
HEY RAH TIGERS!!!!

Purpose

The following guidelines have been prepared to assist you in understanding what is expected of students in Green Ridge R-VIII Schools. These guidelines are designed to help assure the safety and health of the students and to provide the best atmosphere for learning.

Parents and students are encouraged to utilize the Parent / Student Portal System to monitor grades on a regular basis. Information about the portal system is provided at the beginning of the school year. Additional information is available through the building secretaries.

Academic Letter

High school academic letter requirements are as follows: Students who maintain a GPA of 3.50 or higher through the last grade check of the second semester will receive an academic letter.

Academic Requirements

The student has two recorded grades during the school year: at the end of 1st semester and at the end of the 2nd semester. All other grade checks, including quarter grades, are progress reports. A ½ credit will be awarded for each of these two letter grades and these grades are recorded on the student's permanent record; grade checks are conducted throughout the semester.

High school students' (grades 7 – 12) extracurricular eligibility is determined by the current F list. This report is made available to teachers and coaches and is computed approximately every two weeks. A student who is on the F list for one class may practice but not compete in any events for the duration of that F list, while students who are failing more than one class may not practice or compete in any event. Eligibility may only change at the issue of each new F list. F List will be ran weekly on Mondays (or Tues if we do not have school) at 8:30 AM.

Eligibility Grade Check Dates for 2015-2016 are as follows:

September 6 (Tues following Labor Day)
September 19
October 4 (Tues following Oct 3 Teacher PD day)
October 24 (Qtr. ends Oct 20)
November 7
November 21
December 5
December 22 – (End of 1st semester)

January 17
January 30
February 13
February 27
March 13 (Qtr. ends Mar 10)
March 27
April 10
May 8

Students that do NOT meet eligibility requirements will be unable to participate in ANY extra-curricular event until the following Grade Check Date.

A+

Students who graduate from a designated A+ School may qualify for state-paid assistance to attend any public community college or career technical school in the state. Green Ridge R-VIII is a qualifying school. Students have the opportunity to participate in the A+ program, which supports the district goal of all students graduating college and career ready. For information on this program, please contact the A+ Coordinator or the counselor.

Activity Policy

1. Group activities will be held only under the supervision of the sponsor whose responsibility it will be to chaperon the event and have an approved date on the school calendar.
2. School conduct rules apply at all school sponsored activities. Disciplinary action will be taken for any violation of good conduct at a school sponsored activity.
3. A student involved in any school sponsored activity is expected to ride school provided transportation. On rare occasions, prior arrangements can be made for private transportation. This must be done at least one (1) day prior to the activity and meet the approval of the administration. Requests must be in writing and signed by the parent / guardian. The written request needs to be presented to the administration for approval. **Any student that travels to a school sponsored activity through private transportation without approval will be suspended from participation in that activity.**
4. Students leaving any school sponsored activity and not using school provided transportation MUST first sign out with the coach / sponsor. Only a parent / guardian is allowed to sign a student out. Failure to follow this rule could result in suspension from further activities.

Assemblies

Assemblies will be held periodically throughout the school year. While some of the assembly programs may be entertaining, their purpose is primarily educational. Since assemblies represent a part of the educational program, students are expected to conduct themselves in a manner that will not disturb others who wish to enjoy the program.

Green Ridge High School as a whole is represented by students' behavior at assemblies; appropriate behavior is always expected. Dismissal from the assembly programs will be done at the principal's discretion.

Athletics

To participate in athletic activities, a student must meet the following requirements: (1) pass a physical examination for athletics, (2) carry accident insurance, (3) have a parental permission for participation, (4) meet the standards set forth by the Missouri State High School Activities Association (MSHSAA), and (5) local policy.

Attendance at School Athletics and Activities

All students are encouraged to attend school events. Students must be in attendance on the day of an activity for at least four (4) consecutive periods. No student(s) placed on out-of-school suspension may attend events or earn credit during their suspension.

Attendance Policy Grades 7 – 12

The Green Ridge R-VIII Board of Education, school administration, and teachers believe the responsibility for students attending school lies jointly with the student, the parents / guardians, and the school. The following attendance policy is designed to maximize student attendance while allowing for the necessary absences from school throughout the year.

1. Parents / guardians are requested to telephone the school at 660-527-3315 by 9:00 a.m. when their child will be absent from school.
2. Students are allowed to makeup all work missed during an absence unless the absence is a result of an out-of-school suspension. It is the student's responsibility to obtain and complete missed assignments.
3. Juniors may request to take one (1) college visit. All seniors are allowed a total of two days for college visits and/or job shadow. Arrangements must be made in advance through the Counselor's office. If arrangements are not made in advance, the absence will not be excused. In addition, the student must submit to the office a visit form from the institution he/she visited when arriving back to school.

4. Field trips or any activity sponsored by the school are not considered absences from school. **Students are responsible** for informing teachers of their absences and obtaining assignments the day before the scheduled event.
5. Students must be in attendance for at least four (4) consecutive hours of that school day to participate in or attend any school sponsored event.
6. Students must be in attendance for at least four (4) consecutive hours on Friday to participate in or attend any school sponsored weekend activities.
7. **Students will not be allowed to have more than eight (8) absences per semester** and still receive credit. Students missing a single class or classes in excess of eight (8) day will not be awarded credit for that class or classes.
 - *Absences that do not count toward the eight (8) day limit include school activities and in-school-suspension (ISS).
 - *Absences that do count toward the eight (8) day limit include out of school suspensions from school.
 - *Students who have absences in excess of eight (8) days due to extenuating circumstances have two levels of appeal to be awarded credit. The first level will be to the Attendance Review Committee. The second level of appeal will be to the Board of Education. It is the responsibility of the student to provide verification of the extenuating circumstances that led to the absences. For credit purposes, any student that is 25 minutes or more late for a class will be considered absent from that class.**

Attendance Review Committee

The Attendance Review Committee is comprised of school staff members that will review all situations involving students with more than eight (8) absences in any class to determine necessary actions to regain credit for those classes.

Attendance Recovery

Students will have the following opportunities to regain credit withheld during regular school hours due to violation of the attendance policy.

- Students will have opportunities to attend Saturday School to make up “seat time” missed due to absences.
- Students will have an opportunity to regain credit on absences by attending summer school.

- Students may appeal to the Board of Education if they are absent more than what is possible to make up in Saturday school and/or summer school.

Bell Schedule for High School / Junior High

7:30 a.m.	Students allowed in the buildings (breakfast or gym only)	
7:50 a.m.	Students released from the big gym to go to class.	
7:55 a.m.	Warning Bell rings.	
8:00 a.m.	School start time (student tardy – report to office).	
8:00-8:51	1 st hour class	
8:55-9:46	2 nd hour class	
9:50-10:41	3 rd hour class	
10:45-11:36	4 th hour class	
11:40-12:31	HS (9-12) 5 th hour	11:36-12:03 JH (7-9) LUNCH
12:31-12:58	HS LUNCH	12:07-12:58 JH 5 th hour
1:02-1:25	Tiger Time	
1:29-2:20	6 th hour class	
2:24-3:15	7 th hour class	
3:15 p.m.	Bus riders are dismissed.	
3:18 p.m.	Walkers and drivers are dismissed.	

Boarding of School Buses

Policy 2652

The local administration has a measure of responsibility in training pupils to be good bus passengers and observing certain rules, good discipline, and safety. The following regulations for pupil's safety will serve as a guide:

- The driver is in charge of the pupils and the bus. Pupils must obey.
- Pupils must be on time, for the bus cannot wait due to tardiness.
- Pupils should never stand in the roadway while waiting for the bus.
- Unnecessary conversation with the bus driver is prohibited.
- Classroom conduct is to be observed by pupils riding the bus except for ordinary conversation.
- Pupils must not extend arms or head out of bus windows or throw anything from the windows.
- Pupils must not try to get on or off or move about while the bus is in motion.
- Pupils must observe directions of the driver when leaving the bus.

- Any damage to the bus will be reported at once to the driver.
- There shall be no water guns, noisemakers, etc. on the bus.
- Animals shall not be transported on the bus.
- No one other than regularly enrolled students may ride the bus.
- Students' guests shall not ride the bus.
- Students may be denied the privilege of riding the bus by the building level principal.

Book and Equipment Policy

Each student is responsible for all books and equipment issued to him / her. If an item issued to a student is misplaced, stolen, or abused, the student shall be required to pay for the item on a replacement cost of the book or piece of equipment.

In order to access the school's internet, you must obtain a permission form from the school's technology coordinator. The permission form must be signed by you and a parent or guardian and returned to school.

Breakfast and Lunch Policy

A student will be issued a meal card at the beginning of the year. The student is responsible for the card. Students must have a lunch card. If the student does not have their card, they will go to the end of the line. Refusal to do so will result in disciplinary action. A replacement card is \$2.00.

Monies for meal expense should be deposited in the drop box located outside of the office. **The student's name and amount that each person's account is to be credited with should be written on the outside of the envelope or on the memo part of the check.** Please deposit monies by the end of first period.

Students will be allowed to charge up to \$15.00. This can be a combination of breakfast and lunch charges. When a student exceeds the limit, a written warning will be sent home to the parent(s)/guardian(s).

Breakfast will be available and served from 7:30 a.m. until 7:50 a.m. Students who are late to class from breakfast need to report to the office for an admit slip and will be considered tardy.

Students are expected to eat their food in the cafeteria. Food and/or drink are not to leave the cafeteria. To leave the cafeteria students must receive permission from a teacher or principal on duty.

Breakfast/Lunch Cost Grades 7 – 12 (Prices Subject to Change)

Breakfast	\$1.40
Reduced Breakfast	\$0.30
Lunch.....	\$1.85
Reduced Lunch	\$0.40
Extra Carton of Milk	\$0.40
Extra Entrée.....	\$0.50
Extra Side	\$0.25

****Extras**** Anyone, including free or reduced students, must have money in their account in order to purchase extras.

Canine Search

For the safety of students and staff, random drug searches will occur throughout the school year using specially trained drug-sniffing dogs. These animals will be used to conduct periodic random searches of student locker and campus vehicle parking areas.

Career & Technology Center (CTC) / SFCC Students **Policy 2950**

Attending CTC/SFCC is a privilege, not a right that is offered to a limited number of juniors and seniors. All students that participate in this program are required to follow the guidelines established by the administration or they will risk the possibility of being removed from the program. The Green Ridge R-VIII School District will provide transportation to and from the CTC/SFCC campus. Students will not be allowed to drive to CTC/SFCC campus unless they meet one of the following exceptions.

- **Work** – if the student has a work commitment after CTC / SFCC, then they must follow the following procedures. At the beginning of the week, the

student must submit a work schedule from their employer with their required work time. The building level administrator then can determine on which day(s) the student will need to provide his or her own transportation. They also must fill out the proper driving forms at the CTC and obtain an SFCC parking pass.

- **Emergency** – on rare occasions, prior arrangements can be made for private transportation. This must be done at least one day in advance and meet the approval of the principal. Requests must be in writing and signed by the parent/guardian. The written request needs to be presented to the principal with the reason for the change in the transportation situation. They also must fill out the proper driving forms at the CTC and obtain an SFCC parking pass.

Any student that travels to CTC through private transportation without approval will be suspended from participation at CTC. Regardless of the CTC schools policy and parental permission received, students will not be permitted to transport or ride with other students to or from the CTC. If a student is removed from the program or bus for disciplinary reasons, they will become a part-time student until the beginning of a new semester. This would result in a student losing up to two (2) credits toward their graduation requirements.

CTC Violations

1. 1 day ISS (additionally, this becomes an UNEXCUSED absence for CTC records)
2. 1 – 3 days OSS
3. Removal from the CTC Program

Chain of Command Process

When parents, students, or other Green Ridge R-VIII district patrons have a concern or problem with someone or something in the school system, the best way to begin resolving the issue is to contact whomever is most closely involved in the situation. While it may be tempting to “go straight to the top” with a concern, the response from the administration will usually be to return to the people who have the most knowledge about the situation. If an issue cannot be resolved at that level, the person with a concern has the option to appeal to a higher authority.

As a general rule, the chain-of-command for our district is:

1. The teacher/staff member involved
2. Building level principal
3. Superintendent
4. Board of Education

Groups of students wishing to express their views about a school wide concern should utilize the same basic chain-of-command but should include the school's student council before approaching the building level principal.

Concerns about or related to a specific staff member or student should not be discussed in public because of privacy laws. They should be addressed one-on-one with the school staff.

Change (Money)

Change can be obtained in the office before school, during lunch, and after school. Change will not be given between class periods. No change larger than \$10.00 will be accepted.

Changing a Schedule

Students wanting to change their class schedule must do so by the end of the first week each semester. Changes will be based on available classroom space and will require parent, teacher, counselor, and principal approval. Only changes that are educationally sound will be considered. At-risk and special services students will be on a case-by-case basis.

Class Status – JH

If a junior high student does not successfully complete seven (7) out of eight (8) semester core solids (English, History, Math, Science), then the student will be a candidate for retention. Academic performance in electives will also be considered in the retention process. The decision to retain will be made by the administration with input from the counselor and J.H. teachers. The school will try to provide summer school as an option to recover up some credits.

Class Status – HS

Class status will be determined prior to the beginning of each school year and will remain for the duration of that school year. The following units of credit will be used to determine which class in school a student will be assigned:

9 th Grade	0 to 5.75 credits
10 th Grade	6 to 11.75 credits
11 th Grade	12 to 17.75 credits
12 th Grade	18 Units & Over

College Days & Job Shadowing

Junior Year – one (1) college day per year

Senior Year – students have the option of two (2) college days or one (1) college day and one (1) job shadow day

To be counted as a school activity, the counselor must approve college visits and job shadowing days. The student will not be counted absent if proper paperwork is **completed prior** to the college day or job shadow day. This must be done at least two days in advance for a college visit or a week in advance for job shadowing. All necessary forms need to be completed and returned the day following the scheduled college visit or job shadow day. The form must be returned for these days to be excused. The principal will consider exceptions to this policy on a case-by-case basis.

College Preparatory Studies Certificate

Policy 2525B

According to guidelines originally established by the Missouri State Board of Education and adopted by the local School Board, to be eligible for the College Prep Certificate, a student must meet the following requirements:

1. Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parents. The program must include at least these units of credit:

<u><i>Subjects</i></u>	<u><i>Units</i></u>
English/Language Arts	4 units (LA I and higher)
Mathematics	4 units (Algebra I and higher)
Science	3 units
Social Studies	3 units
Fine Arts	1 unit
Practical Art	1 unit
Personal Finance	½ unit
Health	½ unit
Physical Education	1 unit
Specified Core Elective	3 units
General Electives	<u>4 units</u>
<i>Total</i>	<i>25 units</i>

2. Earn at least a 3.0 GPA in the combined subject areas of English, mathematics, science, and social studies.
3. Score above the prior year's national composite average mean on the ACT test. This criterion is revised annually to reflect the latest national averages from ACT.
4. Maintain a 9 – 12 attendance rate of at least 95%.

Computer Use Policy

The Green Ridge R-VIII Technology Coordinator, Committee, and School District work very hard to secure technology training and resources for the students of the district. We must also protect the technology we have acquired and ensure that it is being used in an appropriate manner.

The use of a district account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for students. Students must understand that violation of the regulations is unethical and may constitute a criminal offense. Should you commit an extreme, unlawful, and/or destructive violation, your access privileges may be revoked for the entire year. Attempting, regardless of success, to do any of the following will be punished under the first and second offense categories:

1. You may not copy system files or programs, as this is piracy.
2. Any intentional attempts to "crash/hack" the network system.

3. The willful introduction of "viruses" to the network/PC.
4. Logging on to sites that are inappropriate for K - 12 students. If a student finds that an address was misleading, they should exit immediately and inform the room supervisor that the address is not appropriate for school use. The district does have an internet blocking program called Sonicwall in place. However, hundreds of sites are created every day, and it will not stop every inappropriate site.
5. To keep viruses to a minimum, we encourage students not to bring disks, flash drives, laptops, etc. from home. If it is necessary for a student to complete work at home, the disk must be brought to the technology director and ran through a virus scan to ensure that no viruses are on the disk prior to use.
6. Students in grades 6 - 12 are given an individual directory on the server where they can store their work. Their login is their graduation year followed by their initials. Their password is a random number generated by the system. Example: Login: 08xxx, Password: 123456789
7. The school district does provide e-mail service through Google for students and does not allow the use of hotmail or any other free e-mail service during the school day.
8. Social sites such as Facebook, Myspace, etc., and chat rooms/message boards are NOT appropriate use of school time and will not be allowed.
9. Students are NOT allowed to download chat room browsers, music, or any other software off the Internet unless it is a necessary plug in and allowed by the teacher in that room.
10. Students are NOT allowed to play games or view sites that contain pornography or offensive material.

Computer Use Policy Violations

1. Conference with principal/technology coordinator/teacher, parent contact, restriction or loss of user privileges, in-school suspension (ISS), and/or out-of-school suspension (OSS).
2. Restitution, loss of user privileges, and/or out-of-school suspension (OSS).

In case of actual, attempted, or threat of any of these offenses, the administration has the authority to prevent user access/internet access until a meeting with all parties is held, and an agreement has been worked out.

Counseling & Guidance

Policy 2810

The guidance counselor provides the vital services of helping students make wise decisions and intelligent plans by considering the student's interests, abilities, and aptitude. The counselor will also help students with academic problems, personal problems, selection of courses of study for each year, selections of college/technical schools, other post-secondary plans, and testing and interpretation of the test results. Students may visit the counselor before or after school, during lunch, or during the school day by obtaining a pass from their classroom teacher.

Dances

All dances will end no later than 11:00 p.m. Students' guests that are not current Green Ridge High School students must be signed up in the office for administrative approval before being allowed to attend the dance. This must be done by noon two days prior to the date of the dance. The school academic eligibility policy will be in effect for all school dances, with the exception of Prom. The dress code for each dance will be determined prior to the dance and will be appropriate for the theme. Any student or guest coming to a dance in possession or under the influence of alcohol will be asked to leave the dance. Their parents will be notified and law enforcement may be contacted. Students will also be subject to the discipline in the handbook. Students or their guests who leave the dance early may not return.

If the violation occurs during Prom, the disciplinary action will carry over to the following year in the case of juniors. Seniors may be denied the privilege to participate in graduation exercises.

Dismissal of School due to Weather/Emergencies

School dismissal/changes for weather or emergencies will be sent via School Messenger (formally School Reach). A phone call will be sent to numbers that are listed in students' file. In order to receive this communication you must have up to

date phone numbers on the emergency contact forms so these numbers can be entered into the system. The school will continue to broadcast on the following stations as much as possible and as early as possible: KDRO 1490 AM, KSIS 1050 AM, KIX 105.7 FM (all from Sedalia), and Fox 4 News.

District Assessment Schedule

Fall....Speech, Language, Motor Vision, Hearing Screening (Designated Grades)

Oct. ...Explore (Grade 8), PLAN (Grade 10), and ASVAB (Grade 11)

Spring Kindergarten Orientation and Screening, MAP (Grades 3 – 8), Terra Nova (Grades 1 – 2)

Spring End of Course Exams (Grades 9 – 12) by subject

Driving and Parking

Policy 2650

Students shall be permitted to drive to school ONLY with the written request and permission of a parent or guardian and the consent of the school authorities. Sitting in student vehicles, or getting into vehicles of others will not be permitted during the school day. Therefore, it is suggested that car windows be rolled up and car doors locked. Since bus transportation is provided to all students, any tardiness due to car trouble will be unexcused.

The school is not liable for any damages or loss of items that may occur to a student's vehicle before, during, or after school hours.

Students parking on school property will be issued a parking pass that needs to be displayed in the window while the student is parked on school grounds. The office has the form that needs to be completed. In addition, a copy of the student's driver's license and vehicle's insurance will be required. This privilege can be suspended or revoked. Students driving to school shall park north of the Annex building. Students are not to park in the AG parking lot, in front of the school, or in the bus lane unless given permission by the principal. Students should park in an orderly fashion and make sure no other vehicle is blocked from easy entrance or exit from any parking area. Students without a handicapped-parking permit are not to park in handicapped marked spaces.

Cars should not be moved during the day without permission from the office. Students who leave before 3:18 p.m. without permission and or operate their vehicle in a careless or unsafe manner will be subject to disciplinary action.

Dual Enrollment

The Green Ridge R-VIII School District has agreements with University of Central Missouri and State Fair Community College whereby high school students may enroll in courses at high school and receive college credit at the same time. In order for students to enroll in a dual credit courses, they must have a minimum GPA required by each institution. These courses have a weighted GPA and are taught with college course expectations.

We also offer options through State Fair Community College for a high school senior to attend college courses, thus receiving high school and college credit simultaneously. Students are responsible for their own college tuition payment and book fees. Students must have taken the ACT, with a minimum score specified by SFCC, if they wish to enroll in math and/or English courses under this program.

Equating college hours to high school credit has been established as:

6 college hours = 1 unit of high school credit

3 college hours = ½ unit of high school credit

1 college hour = ¼ unit of high school credit

Emergency Procedures

Safety plans and procedures are posted in each classroom in the district. Staff and students participate in drills each semester to familiarize themselves with protocol.

Flowers & Balloons / etc.

The practice of flowers, balloons, and other such remembrances being sent to friends and family at school has grown to the point of being a disruption. It is, therefore, the practice of the school to discourage such deliveries at school. In the event such remembrances are delivered to school, no glass containers will be accepted and they will be delivered to and held at the high school office until the end of the school day. Students may claim their deliveries at the close of school.

Food & Drink in Teacher’s Classrooms

There will be no open containers of food or drink permitted in classrooms, hallways, or lockers. If classroom rules are violated, disciplinary action will result. Special occasions are acceptable as determined by the teacher, and approved by administration.

General Graduation Requirements

Policy 2525A

English.....	4 credits
Fine Art	1 credit
Health	½ credit
Mathematics	3 credits
Personal Finance	½ credit
Physical Education.....	1 credit
Practical Art	1 credit
Science	3 credits
Social Studies	3 credits
<u>Electives</u>	<u>7 credits</u>
Total	24 – 27 credits

**Includes one semester of instruction in the U.S. and MO government. Students must pass U.S. and MO Constitution Tests.*

Grading Scale and Grade Point System

NONWEIGHTED			WEIGHTED		
96-100%	A	4.00	96-100%	A	5.00
90-95%	A-	3.67	90-95%	A-	4.59
87-89%	B+	3.33	87-89%	B+	4.16
84-86%	B	3.00	84-86%	B	3.75
80-83%	B-	2.67	80-83%	B-	3.34
77-79%	C+	2.33	77-79%	C+	2.91
74-76%	C	2.00	74-76%	C	2.50
70-73%	C-	1.67	70-73%	C-	2.09
67-69%	D+	1.33	67-69%	D+	1.66
64-66%	D	1.00	64-66%	D	1.25
60-63%	D-	0.67	60-63%	D-	0.84
59% & Below	F	0.00	59% & Below	F	0.00

Gym Use

All students using the gym during open gym or after school will use either gym shoes than have not been worn outside the building or stocking feet. Shoes worn outside the building will not be allowed. Any student in violation of this rule will be denied the privilege of using the gym. Students should never be in the gyms (or any part of school) without school personnel supervision.

Head Lice

If, in a screening examination at school, a child is found to have head lice or nits, parents will be contacted to pick the student up and begin treatment. Upon return to school, your child will be checked for the presence of head lice or nits. If the student is rediscovered to have head lice or nits, they will not be readmitted to school.

Honor Roll

At the completion of each quarter, the honor roll(s) are announced to recognize academic achievement for students (7 - 12) who are on the High Honor Roll (3.67 or higher) and the Honor Roll (2.67 - 3.66). Honor Rolls will be published two times a year - 1st Semester and 2nd Semester.

****If a student receives a D or F, they will not be on the honor roll regardless of their GPA.****

Leaving School Grounds

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 ground will be denied unless permission has been obtained from a parent. ***NEVER LEAVE THE BUIDLING/CAMPUS WITHOUT FIRST REPORTING TO THE PRINCIPAL'S OFFICE AND OBTAINING PERMISSION.*** Failure to do so will result in truancy regardless of the excuse presented after the absence. Notes for early dismissals must be turned into the office first thing in the morning. Students will be left in class until the parent/guardian arrives to pick up the student.

Leaving Valuables at School

No one should leave money or other valuables such as electronics in their lockers during the day or in the building overnight. If you have money or valuables, leave it at the school office. The school cannot be responsible for lost or stolen valuables.

Library

Books, magazines, newspapers, and other materials are available to students in support of class assignments, research projects, personal interest, and recreation. The library will be open at 7:35 a.m., during the lunch period, and after school until 3:30 p.m. for student use without passes. Special arrangements can be made with the librarian to use the library earlier than 7:35 a.m. or later than 3:30 p.m. **Students will not be admitted to the library during the school day without a pass.** Passes are for travel to and from the library only. Library passes should not be used to go to lockers or restrooms.

Materials may be checked out for the following time periods: Books may be checked out for two weeks. Reference materials and current magazines may be checked out overnight and returned before 1st period the following morning. Back issues of magazine and vertical file material may be checked out for one week. Materials and books may be renewed one time. Students must bring materials to the librarian in order for them to be renewed. Current award books and reserved books cannot be renewed. Students with overdue materials will not be allowed to check out any items until the overdue materials are returned. Grade cards will be held until materials are returned or replacement cost of lost books or other materials are paid for by the student and students will be put on library probation for the next quarter. Students on library probation can only check out one book, no magazines, and no reserves. The charge for a lost book is replacement cost plus shipping and processing. The charge for a lost magazine is two times the cover price or a replacement of the magazine. A refund will be given if lost materials are found after payment has been made. Students will not be allowed in the library when the librarian or library aide is not present without advance approval.

Lockers

Each student is assigned a locker. Students may have to share a locker (Principal's Discretion). Lockers are the property of the school district and no locker fee will be

charged for their use. As property of the school, school officials may inspect lockers without notice. The cost of repairing any damage to a locker will be charged to the student. Students must provide a key or combination for any lock to the principal that he/she puts on his/her locker. For health reasons, no food or beverages except for daily lunch sacks are to be kept in lockers. Lockers are to be kept free of litter and trash. Changing of lockers is not allowed without prior authorization from the principal.

Messages

The school cannot guarantee that phone messages will reach students. Students will not be called from classes to receive phone message except in an emergency.

National Honor Society Standard of Membership

Selection for membership to the National Honor Society is a distinct honor recognizing students who have achieved excellence in the areas of SCHOLARSHIP, LEADERSHIP, SERVICE, and CHARACTER. Membership in this chapter is limited to sophomores, juniors, and seniors.

National Honor Society holds monthly meetings, conducts group and individual service projects in an effort of assisting the school and community, and holds social activities. National Honor Society members are expected to be role models for other students in our community.

A member must uphold the standards of the organization. He or she must maintain a 3.50 cumulative GPA and may not receive a “D” or “F” for any semester grade. Members must attend chapter meetings, participate with group and individual service projects and refrain from any behavior that does not benefit the high character expected of a member of the National Honor Society. The Faculty Council determines such behavior and character. Failure to fulfill these obligations can result in dismissal from the organization. Further information is available in the Chapter Constitution and By-Laws.

National Honor Society Membership Selection Process

In the area of scholarship, the required cumulative GPA is 3.50. Students must also be actively pursuing a college preparatory course of study. Sophomores, juniors,

and seniors who meet the GPA requirement will be invited to apply for membership in the fall of each school year. The student must submit a student activity application with the NHS advisor in a set timeframe.

The applicant must list at least two school or community service projects completed during high school to satisfy the service criteria. In addition, the applicant must list at least two school or community organizations, teams, or clubs he or she has been a member of during high school to satisfy the leadership criteria.

The applicant's attendance and discipline records will also be reviewed. Good school attendance and lack of discipline referrals will be considered as qualities expected from members of National Honor Society.

A character evaluation form is given to all high school faculty members who rate each student on the list. If a faculty member does not know the student, he/she marks "do not know". If a faculty member does not approve a student for membership, he/she must give a specific valid reason that only the advisor sees. This reason is brought anonymously to the faculty council, which accepts or rejects the recommendation after careful consideration. An applicant must receive 90% of faculty ratings in the Superior or Above Average range in order to be considered for membership.

A faculty council consisting of five (5) teachers and the NHS advisor(s) meet to review all data and make the final decision for membership. Applicants will be notified in writing of their membership selection. Within a short time, a formal candlelight induction ceremony will be held, followed by a reception for family and friends. Questions regarding NHS should be directed to the advisor(s) at 660-527-3315.

*****The minimum GPA for National Honor Society will be 3.50 beginning with the 2015-2016 school year.*****

Part-time Students

Regulation 2320

To be eligible for part-time attendance:

1. The student must be a resident of the school district and be a senior in good standing.
2. The student must have parent/guardian approval.
3. The student must demonstrate a definite need to attend school on a part-time basis.

Examples are:

- Financial needs of student or family.
- Health problem of self or family.
- Vocational training in a school of higher education.
- Enrollment in a school of higher education.
- Unique curriculum offerings.

Procedures:

1. The senior must secure an appointment with the guidance counselor prior to classification as a part-time student. This must be done during the spring enrollment.
2. The student must complete a part-time attendance request form at the conference.
3. Before any decision concerning the request is made, a conference must be held with the student and the parent/guardian.
4. After an application has been submitted, the principal shall rule on the request and report to the superintendent the names of all students who are to be enrolled on a part-time basis. The same report shall be transmitted to the Board of Education.
5. In the event that the principal denies the request, the student may appeal to the superintendent who must respond in a reasonable time. If the student is not satisfied with the decision of the superintendent, an appeal may be made to the Board of Education with the appeal to be heard at the next meeting of the Board of Education.

Promotion

Policy 2520

7th and 8th Grade Promotion Policy

Junior high students must successfully complete 7 out of 8 semester units of core solids (English, History, Math, and Science). Academic performance in electives will also be considered in the retention process. The decision to retain will be made by the administration with input from the counselor and J.H. teachers.

- Passing a semester long class will be determined by the semester grade.
- When a class lasts a quarter, a passing grade will be determined by average of the quarter grade from each of the two-quarter classes. For instance, a quarter grade of health will be averaged with the quarter grade of careers.

9th through 12th Promotion Policy

A student will be considered for grade placement if they have the following units at the beginning of each year: sophomore – 6 units, junior – 12 units, and a senior 18 units. The only expectations are student enrolled in the Special Services Department who have different requirements written into their Individual Education Plans.

Reporting to School

Students should not arrive on campus before 7:30 a.m. If a student does arrive before 7:30 a.m., he or she is to remain in the front foyer. Supervision begins at 7:30 a.m. in the high school gym, multi-purpose gym, or cafeteria.

All students are to be off school grounds by 3:30 p.m. unless under the direct supervision of a sponsor, coach, or teacher. Students on school grounds after 3:30 p.m. not under the supervision of a sponsor, coach, or teacher will be subject to disciplinary action.

Reporting of Violent Behavior

Policy 2673

The District requires school administrators to report acts of school violence to all teachers at the attendance area and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties, and who have a need to know. School administrators will also disclose to appropriate staff member's portions of any

student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as it reasonably practicable, the commission of any acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

Safe Schools Act

Policy 2664

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

Offenses to which the policy applies

Regulation 2664

1. First degree murder under Mo. Rev. Stat. 565.020
2. Second degree murder under Mo. Rev. Stat. 565.021
3. First degree assault under Mo. Rev. Stat. 565.050
4. Forcible rape under Mo. Rev. Stat. 566.030
5. Forcible sodomy under Mo. Rev. Stat. 566.060
6. Robbery in the first degree under Mo. Rev. Stat. 569.020
7. Distribution of drugs to a minor under Mo. Rev. Stat. 195.212
8. Arson in the first degree under Mo. Rev. Stat. 569.040
9. Kidnapping, when classified as a Class A felony under Mo. Rev. Stat. 565.110
10. Statutory rape under Mo. Rev. Stat. 566.032
11. Statutory sodomy under Mo. Rev. Stat. 566.062

Nothing in this regulation shall be construed to prevent the District from imposing discipline under the Student Code of Conduct for conduct underlying the above listed offenses, even if the adult charge or juvenile petition has been dismissed, or

the student has been acquitted or adjudicated not to have committed such acts in a criminal or juvenile court – if by a preponderance of the evidence, it can be established that the student engaged in the underlying conduct. The District may enroll a student, otherwise excluded under this regulation, in an alternative educational program if the District determines that such enrollment is appropriate.

Student Cell Phone and Electronic Device Usage

Policy 2656

Developments in cell phone technology in recent years have resulted in enhanced communication and education opportunities. However, the use of cell phones in schools poses increasing risks of school disruption, bullying, criminal activity, and academic dishonesty.

This policy will pertain to cell phones, tablets, MP3 players, I-Pods, Nooks, Kindles, and any other electronic device that can communicate or connect to the internet. This policy will also pertain to external listening devices such as headphones and ear buds.

Students are expected to use cell phones and electronic devices respectfully and responsibly. The new technology these devices offer students can greatly increase their educational opportunities if properly used and incorporated into the educational setting. Each classroom will have a cell phone/electronic device plan that will be posted in the classroom and/or included in the course syllabus. Students are expected to abide by the plan for each of their courses. Each student and parent will be required to sign a cell phone/electronic device usage policy prior to the start of school each year.

Acceptable common area use:

1. Students may use devices before school (8:00 a.m.) and after school (3:18 p.m.) and during their own lunch period.
2. Students that have an incentive assignment during Tiger Time may use their devices during that period of the day and in the assigned incentive area.
3. Students may check/send cell phones and electronic device messages during passing periods.
4. Phone ringer and sound must be turned off during the time use is allowed.

5. Cell phones and other similar electronic devices must remain off all other parts of the school day, unless their use is incorporated in the educational activity of one of their classes.
6. Students may take cell phones to after school activities so long as they do not cause a distraction.

Unacceptable common area use:

1. Any uses other than the stated times is a violation of the policy.
2. A violation of the policy will result in the cell phone or similar electronic device being confiscated and brought to the office.
3. Cell phones, digital cameras and similar electronic devices are banned from dressing areas and restrooms.
4. In-school suspension, after-school detention, lunch detention, etc.

Acceptable classroom use:

1. Students will use their cell phones/electronic devices in accordance to the established plan for the course they are enrolled in. Any violation of the established plan for the course will result in disciplinary action.
2. The cell phone/electronic device will be only used to enhance the educational opportunity of the class.
3. Cell phones/electronic devices will not be used for personal business or individual entertainment during scheduled class time.
4. No cell phone/electronic device may be out during testing.

Office discipline for cell phone and electronic device violations: violation of the policy will result in the cell phone or similar electronic device being confiscated and sent to the office.

1. Warning / Conference (student may pick up the cell phone/electronic device at the end of the school day)
2. 30 minute detention (student may pick up the cell phone/electronic device after serving the detention)
3. 60 minute detention (student may pick up the cell phone/electronic device after serving the detention)
4. 1 day ISS (student may pick up the cell phone/electronic device after serving the detention)

5. Subsequent infractions at the administrator's discretion.

Parents may pick up the cell phone/electronic device at the end of any school day.

Student in Good Standing

To be considered a student in good standing, a student must **not** be in violation of the attendance policy OR appear on the current F list.

Student Responsibilities

- Be aware of all requirements of the attendance policy.
- Be in each class every day unless involved in authorized school-related activities or unless there is a valid excuse of absence.
- Arrive at school on time.
- Report to each class on time.
- When involved in school-related activities, provide teachers with the required verification.
- See that each excusable absence, tardy arrival to school, and early dismissal from school is excused as outlined in the attendance policy.
- If detained by a staff member, obtain a note of admittance to class.
- Check in at the office when tardy arriving to school and list correct time of arrival.
- Check out at the office when excused to leave school early.
- Check in at the office when returning to school during the day.
- Ask teachers for make-up work before participation in a school-related activity or after an absence.
- Complete all make-up work within the time limits.
- If seventeen years of age or older and not living with a parent or guardian or if special family circumstances exist, see the principal.

Student Spectators

Students are to remain in the gymnasium or concession area during athletic events in the school building. If a student leaves the building, he/she will not be allowed to return. If a student leaves a school-sponsored event, students must leave the school grounds. No loitering.

Summer School

Green Ridge R-81 may provide a summer school program for any/all of the following: remediation, enrichment, and credit recovery.

1. **Remediation**: Courses may be offered in the four core areas (math, science, social studies, and English) by appropriately certified faculty for ½ high school credit. Students must have a semester grade of 45% or higher to be eligible.
2. **Enrichment**: Courses may be offered in a variety of areas by appropriately certified faculty for ½ high school credit.
3. **Credit Recovery**: Students will have the following opportunity to regain credit withheld during regular school hours due to violation of the attendance policy.
 - Students will regain credit on 0-5 absences in excess of the allowable limit by attending 30 clock hours of summer school.
 - Students will regain credit on 6-10 absences in excess of the allowable limit by attending 60 clock hours of summer school.
 - Students with absences beyond 10 days in excess may appeal to the Board of Education.

Tardy Procedures

Any part of the student's body outside the classroom doorway at the tardy bell will be considered a tardy. A tardy can be excused with a pass from the office, a teacher, or the principal. One of the key areas we stress in our school, in addition to good attendance and bringing materials to class, is punctuality. Learning to be on time for all appointments is a very important part of education. No matter what facet of life in which people are involved, they must be on time to succeed.

Teachers will be responsible for documenting tardies in Lumen so chronic tardy problems can be addressed by the administration. Teachers should have their tardy policy/procedures posted in their classroom.

Tardies to first period (late to school) will be handled by the principal. All students late to first period MUST stop by the office to receive an admit slip.

Teacher, Employee, and Volunteer Responsibility

Students are requested to address teachers as “Mr., Mrs., or Ms.” during the school day or at school events. Every teacher, employee, and volunteer in the system has the responsibility to correct any student for improper conduct during the school day or at any school event. Disrespect toward teachers, employees, or volunteers will not be tolerated.

Visitors

All visitors are required to report to the School Building Offices to receive permission to enter the building. Students are not allowed to bring guests to class or lunch at any time.

Weighted Classes

Policy 2525C

The following courses have been approved as weighted classes by the Board of Education in Policy 2525C. Weighted classes are designed to place more point value on certain courses when grade points are calculated.

Accounting II	College Prep Language Arts III
Algebra II	College Prep Language Arts IV
Anatomy & Physiology	Dual Credit Courses
Business Management	Math Analysis
Business Technology	Physics
Chemistry	Spanish II, III, & IV
Computer Science	

Effective 2015-2016-Beginning with the class of 2018, and each class following, the following revisions will replace the weighted courses policy.

Weighted courses-

Accounting II	College Prep Language Arts III
Chemistry	College Prep Language Arts IV
Anatomy & Physiology	Dual Credit Courses
Math Analysis	Physics

Courses that will no longer be considered weighted:

Business Management	Business Technology
Spanish, II, III, & IV	Computer Science
Algebra II	

Withdrawal

Policy 2290

A student who transfers to another school or withdraws from school for any other reason should get a withdraw slip from the Principal's office. Failure to comply will result in all books being charged to the student. No transcripts will be issued until all bills are paid. Any student planning to change residence should check with a coach or principal especially if they are in any extra-curricular activity covered by the Missouri State High School Activities Association.

Workroom

Students are not permitted in the teacher workroom at any time.

Worksite Learning Program

This program is designed for senior students to provide additional and/or specialized experience for a student beyond the traditional classroom setting. It is designed as a Full-Year course. Any high school senior student interested should ask the guidance office for a packet, including an application for Worksite Learning. Applications must be approved and signed by the student, parents/guardians, worksite supervisor, and the Worksite Learning Coordinator (WLC). The WLC for 15-16 school year is Ms. Erica Goans, school counselor.

The work-site supervisor should not be an immediate family member of the STW student. STW students may be awarded one unit of high school credit for 10-19 hours per week of off-campus work experience per semester. No more than two high school units of credit may be granted for off-campus work experience during any school year. All high school credits earned through the STW program are electives. STW students are required to report weekly to the STW coordinator and turn in the Weekly Time Sheets. In addition to calling from time to time to check on attendance and work performance, the STW coordinator will establish a visitation schedule for each school quarter to visit STW students at their work sites and discuss their work experience with their work site supervisors. During the seventh (7th) week of each quarter the worksite supervisor will complete an Evaluation Form. A quarter grade of either a P (pass) or F (fail) will be awarded based on the STW evaluation form, goals and objectives established, and other requirements set forth by the STW coordinator.

Medical Information

Administering Medicines to Students

Policy 2870

It shall be the policy of the Board of Education that giving of medicines to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in education.

Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board of Education also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for those identified as disabled under those laws.

Prescription / Non Prescription Medication Guidelines

Regulation 2870

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.

Illness or Injury

If a student becomes ill at school, he/she should report to the nurse's office with a pass from their teacher. If a student needs to go home because of illness, the nurse will call home for permission to leave or have a parent come to the school for them. No students shall leave school because of illness without permission from the nurse. If the illness or injury needs immediate medical attention, parents will be contacted to take the student to a physician or hospital. Report all accidents or injuries, no matter how small, to your teacher or the Nurse's office. This information is important for insurance claims and official reports.

Insurance

Policy 2840

A student insurance program is available on a voluntary basis to all students except for cheerleaders and athletes. This provision shall be waived if the student can show that they have family insurance that will cover them in related areas. This insurance should be bought before the end of the first week of school or the first practice in case of cheerleaders and athletes.

Students who are covered by family policies should bring the name of the company and policy number to the office. *****THE SCHOOL DOES NOT PROVIDE ACCIDENT INSURANCE FOR STUDENTS. THIS IS A PARENTAL RESPONSIBILITY*****

Public Notices

ANNUAL CENSUS OF ALL CHILDREN WITH DISABILITIES

The Green Ridge R-VIII School District is responsible for providing a Free and Appropriate Public Education (FAPE), including appropriate special education and related services to all students. This includes those attending private/parochial schools, beginning on the child's third birthday through age twenty (20) regardless of the child's disability. The public school assures that to comply with the full education opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999.

Contracted services are available for those children needing programs that are not available within the district. Disabilities include:

Autism	Learning Disabilities
Behavioral Disorder/Emotional Disturbances	Mental Retardation
Early Childhood Special Education	Multiple Disabilities
Deaf/Blind	Physically/other
Hearing Impaired	Health Impaired
Language Disorders	Traumatic Brain
Speech Disorders (voice Fluency or articulation)	Injury
Visually Impaired	

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district including students attending parochial and other private schools within the district. This census is compiled as of May 1 each year and the information sent to the Missouri Department of Elementary and Secondary Education. All information is treated as confidential. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Name of Child _____ Age _____
Date of Birth (if known) _____
Parent/Legal Guardian Name _____
Address of Parent/Guardian _____
Disability of child, if known _____
Suspected disability _____
Services not being provided _____
Where? _____
Does child attend school _____

Assurance of 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, 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 weekdays during school operation.

This notice will be provided in native languages as appropriate.

Communicable Diseases Requiring Exclusion

Policy 2860

1. 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 School Nurse prior to returning to the classroom.
2. Rubella (German Measles): Exclusion for 7 days after the appearance of the rash. Doctor's note required.
3. Measles: Exclusion cold symptoms and at least 4 days following the appearance of the rash. AA doctor's note is required.
4. Mumps: Exclusion for at least 9 days following onset of swelling. A doctor's note is required.
5. Impetigo: Exclusion until all lesions are healed or 24 hours following medical treatment. A doctor's note is required.
6. Scabies: Exclusion until the day after treatment from a physician is completed. A doctor's note is required.
7. 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.

8. Unknown rashes: It is not within the scope of nursing to “diagnose” any disease or disorder. Therefore, if the School Nurse 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”.
9. Red/Inflamed Eyes and Pink Eye: Exclusion until a doctor’s note stating a diagnosis and 24 hours following medication if needed.
10. Streptococcal Throat and Scarlet Fever: If the School Nurse suspects a student might have “strep” throat, the student will be excluded from school they have been seen by a physician. If antibiotic treatment is prescribed the student may return to school 24 hours after beginning the treatment.
11. 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.
12. 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.
13. 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 lice and nits. Upon returning to school the student will need to be examined by the school nurse before being admitted back to class.
14. Ringworm: Exclusion until seen by a physician and treatment has been started. A doctor’s note will be required.
15. Mononucleosis: No exclusion is necessary. Students may attend as long as body temperature remains normal.
16. Meningitis: Exclusion until 24 hours following effective antibiotic therapy. A doctor’s note is required.

DESE Standard Complaint Resolution Procedure for Improving America's Schools Acts Programs

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (LASA).

What is a complaint for purposes of this policy?

- A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department personnel.
- A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?

There are two types of complaints:

- A complaint alleging that a local school district is violating, misapplying or misinterpreting a law or a regulation of the Department of Elementary & Secondary Education; and
- A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying or misinterpreting a law or a regulation.

Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the

local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

A question about local school district policies, rules, or practices, which are not based on federal or state laws or regulations, is not a complaint within the meaning of this policy and must be settled at the local school district level.

Complaints against the Department of Elementary and Secondary Education

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplies, or misinterpreted a state or federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

Any formal complaint against the Department or an unresolved complaint against a local school district related to the LASA is to be addressed to the Director of the Grants Management Section. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.

If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.

Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.

If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.

What other recourse is available in resolving complaints?

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.

Board Adopted for Green Ridge Schools August 11, 1999

Sexual Harassment of Students

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.

Statement of Non-Discrimination

Policy 1300

It is the policy of the Green Ridge R-VIII School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to district programs may be directed to the Title IX/Section 504 Coordinator, Green Ridge R-VIII School District, Po Box 70, Green Ridge, MO 65332; telephone number 660-527-3315. For more information please review Policy 1310, 1320; Regulation 1310, 1320; and Forms 1310.1 thru 1310.3 found on the Green Ridge website.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district Title IX/504 coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172.

SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law 162.97-999 RSMo, the State Board of Education is require to appoint a surrogate parent at such a time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For the purposes of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a grandparent, a stepparent, 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 contact person – the person responsible for the district’s special education program.

If yes, where _____

STUDENT DISCIPLINE

The Board of Education, administration, faculty, and staff of Green Ridge R-VII School District have the responsibility to ensure an environment conducive to the learning process. The following discipline code reflects the community's standards and expectations for student behavior and is **intended as a guide for the administration, faculty, and staff in dealing with inappropriate student behavior**. All students are reminded that the school administration has the legal right (with reasonable suspicion) to search their vehicle, locker, belongings, and person while on school property. Students are subject to discipline for conduct to and from school, at school-sponsored events and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school. **This includes any/all forms of electronic forms of communication and contact. Disciplinary consequences may be increased or decreased at the discretion of the administration.**

Behavioral Expectations

Regulation 2610

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus, which materially and adversely impact the education of district students, will be subject to discipline up to and including expulsion. **This includes any/all forms of electronic forms of communication and contact.**

Learning Opportunity Options:

- **Detentions** are 30 or 60 minutes in length from 3:20 p.m. – 4:20 p.m. after school. They are held in Mrs. Billings' classroom or classroom of the assigned teacher.

- **Lunch Detention**-A detention in which the student receives lunch and eats it in an alternate location away from peers such as the principal's or counselor's office.
- **Saturday School** – is a detention time set on available Saturdays beginning at 8:00 a.m. and releasing at 3:00 p.m.
- **In School Suspension (ISS)** – is designed to keep the student in a learning environment so that the student can receive credit for work. These days are counted as days in attendance.
- **Out of School Suspension (OSS)** – Removes the student from the school setting and excludes them from all school-related activities for a specific period.
- **Short Suspension (OSS)** – one to ten school days (Refer to Policy)
- **Long Suspension (OSS)** – greater than ten school days (Refer to Policy)
- **Expulsion** – An expulsion includes the permanent removal of a student by the Board of Education from school and school-related activities. The student and his/ her parent / guardian shall be notified of the pending expulsion, and information about his / her rights under due process will be explained.

Appeal of a Principal's Suspension – Students / parent / guardian may appeal a principal's decision to the Superintendent. The Superintendent shall render a decision as soon as possible and may affirm, revoke, or modify the decision.

Appeal of a Superintendent's Suspension – (suspensions greater than 10 days) – Students / parent / guardian may appeal the Superintendent's decision. He / she must submit a written request to the Superintendent requesting a hearing with the Board of Education. The Board shall meet within a reasonable period of time and shall consider evidence and statements presented by the concerned parties. The Board shall take final action on the appeal.

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violation. 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.

Alcoholic Beverages, Controlled Substances or Substances represented to be Controlled or Alcoholic – A violation against health, safety, and / or welfare may include the illegal use, sale, transfer, possession, or being under the influence of intoxicants, alcohol, physical or mind-altering chemical (including but not limited to inhalants such as solvents, aerosols, or chemicals containing nitric acid or butane). Drugs, including prescription or over-the-counter or drug-like substances including any represented to be drugs and any paraphernalia used for such purposes are prohibited on or in school property, or at school activities or events, or in any vehicle while being used to transport students for the school district.

****After any violation involving alcohol or drugs, law enforcement will be notified.****

- **Alcohol Possession**
 1. Up to 10 days OSS and possible recommendation for long term suspension.
- **Alcohol Use**
 1. Recommend long term suspension up to 45 days OSS
 2. Recommend long term suspension up to 180 days OSS
- **Controlled Substance Possession**
 1. Up to 10 days OSS and possible recommendation for long term suspension.
- **Use of Controlled Substance**
 1. Recommend long term suspension up to 45 days OSS
 2. Recommend long term suspension up to 180 days OSS

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

1. Up to 180 days OSS, or expulsion with appropriate restitution; law enforcement notified.

Assault – A person commits the offense of assault and battery if he/she: (1) Attempts to cause or recklessly causes physical injury to another person; (2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; (3) Purposely places another person in apprehension of immediate physical injury; (5) Knowingly causes physical contact with another person knowing the other person will regard the contact offensive or provocative. Assault while on school property is a CLASS D FELONY.

1. Up to 180 days OSS or expulsion.

Automobile Misuse – Inappropriate use of an automobile on school property includes parking, speeding, and unsafe driving.

1. Warning
2. Loss of driving access on school property for 1 week and report to law enforcement
3. Loss of driving access on school property for 2 weeks and report to law enforcement
4. Loss of driving access on school property for 3 weeks and report to law enforcement
5. Loss of driving access on school property

Bullying (Policy 2655) – Repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group, cyber-bullying, and bullying through electronic communication.

1. 10 – 30 days OSS
2. Up to 180 days OSS or expulsion

Bus or Transportation Misconduct – Any offense committed by a student on transportation provided by or through the district.

1. Warning and parent contact
2. Seat reassignment for 1 – 3 weeks
3. Removal from bus for 1 – 3 weeks
4. Subsequent infractions will be at the discretion of the administrator.

Cheating and/or Plagiarism – Using or providing written, verbal, or nonverbal information (gestures, signals, etc.) that allows another student to gain an advantage on an assignment or exam. Plagiarism is the intentional use of non-original material in written or oral format without crediting the source.

1. Detention or ISS
2. ISS
3. OSS with possible loss of class credit
4. Subsequent infractions will be at the discretion of the administrator.

Disrespect of Authority/Insubordination – Conduct or verbal, written or symbolic language which is inappropriate to public settings, directed to staff members or refusal to follow the reasonable requests of school personnel.

1. Detention or ISS
2. 1 – 3 days ISS
3. 1 – 3 days OSS

Disrespect of Authority/Insubordination with Profane Language

1. 1 – 3 days ISS or OSS
2. 3 – 5 days OSS
3. Up to 10 days OSS and possible recommendation for long term suspension.

Disruptive Conduct – Language or behavior that is disruptive to classroom work or school activities.

1. 60 minute detention
2. 1 day ISS
3. 2 days ISS
4. 1 – 3 days OSS
5. 3 – 5 days OSS

Dress and Personal Appearance – It is generally accepted that cleanliness, good grooming and appropriate dress is necessary to reduce distractions, promote one's own health, and produce an effective learning atmosphere. **Extremes in dress and personal appearance can be a disruption to the educational process, and are not allowed at school.** The following are EXAMPLES of, but not limited to, dress

items that are NOT appropriate. **The appropriateness of student dress will ultimately be determined by the building administrator.**

1. Clothing displaying alcohol, tobacco, other drugs, or suggestive statements.
2. Any clothing or statement which causes, intends to cause, or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment.
3. Clothing (either top or bottom) that exposes undergarments or an inappropriate or excessive amount of bare skin.
4. Tops with inappropriate skin exposure, such as racer back / T-back shirts, tops with large arm openings, mesh tops, see through blouses, tube tops, or short tops which expose the mid-section.
5. Pants with inappropriate skin exposure, such as short skirts, dresses, and shorts, including Softe type shorts and track shorts. All skin above mid-thigh must be covered.
6. Skin tight clothing including yoga pants or leggings when not covered by a skirt, a dress, or shorts that meet mid-thigh.
7. Oversized coats and other clothing that compromise the safety of students.
8. Hats, headgear, or sunglasses may not be worn during the school day. Hats and headgear are to be removed when entering the building in the morning, and are not to be worn until a student leaves the building at the end of the day. A hood on a sweatshirt or coat cannot be worn over the head in the school building during the school day.
9. Clothing with holes or tears that show skin above mid-thigh.
10. Any sleep ware such as pajama bottoms or house slippers.

Culture and Climate of the school dictates clothing of a provocative or disruptive nature is an educational distraction.

Dress Code Violations- If students are not able to correct the problem themselves, the health-aide has many extra clothing garments for administrators to give to students to borrow in order to immediately correct the dress code violation.

1. Correct the problem, Warning
2. Correct the problem, 30 minute detention
3. Correct the problem, 60 minute detention
4. Correct the problem, 1 day ISS
5. Subsequent infractions at the administrator's discretion.

Electronic Devices, including cell phones

1. Warning / Conference (student may pick up the cell phone / electronic device at the end of the school day)
2. 30 minute detention (student may pick up the cell phone / electronic device after serving the detention)
3. 60 minute detention (student may pick up the cell phone / electronic device after serving the detention)
4. 1 day ISS (student may pick up the cell phone / electronic device after serving the detention)
5. Subsequent infractions at the administrator's discretion.

Parents may pick up the cell phone/electronic device at the end of any school day.

Failure to Serve Detention

1. Double assigned detention.
2. 1 day ISS.

False Alarm – Tampering with emergency equipment or inappropriate actions that disrupt the educational environment including: fire alarms, 911 calls, bomb threats, or any impending catastrophe.

1. Up to 10 days OSS and possible recommendation for long term suspension.
Law enforcement involved.

Fighting – Occurs when two or more persons voluntarily or by agreement engage in any physical striking or attempting to strike as differentiated from assault.

1. 1 – 3 days OSS
2. 3 – 5 days OSS
3. 5 – 10 days OSS
4. Up to 10 days OSS and possible recommendation for long term suspension.

Forgery or Lying – Writing or giving false or misleading information of or to school personnel and school forms.

1. 1 day ISS, loss of privilege if applicable.
2. 2 days ISS, loss of privilege if applicable.

3. 1 – 3 days OSS
4. 3 – 5 days OSS

Gang Related Activities – Any suspicious activity by an individual or group which is considered “gang” activity or indicates potential gang activity.

1. Warning – Correct the problem
2. 1 – 2 days ISS – Correct the problem, possible Law Enforcement involvement
3. 3 – 5 days OSS – Contact Law Enforcement
4. Up to 10 days OSS and possible recommendation for long term suspension.

Harassment (non-sexual) – Annoying or attacking a student or group of students or other personnel, (physical, verbal, or psychological), which creates an intimidating or hostile educational or work environment.

1. 1 day ISS
2. 1 – 3 days OSS
3. 3 – 5 days OSS
4. Up to 10 days OSS and possible recommendation for long term suspension.

Harassment (Sexual) – Inappropriate behavior that portrays sex or sexual conduct in a manner offensive to community standards.

1. 1 – 3 days OSS
2. 3 – 5 days OSS
3. Up to 10 days OSS and possible recommendation for long term suspension.

Hazing – Harassment, abuse or humiliation by way of initiation be it mental, physical, or emotional; on or off district property result in suspension from school.

1. 1 – 3 days OSS, and suspension/dismissal from activity/athletic program
2. 3 – 5 days OSS and dismissal from activity/athletic program
3. Up to 10 days OSS and possible recommendation for long term suspension.

Intent to Organize or Promote Violence and/or Disobedience- by words, acts, or deeds, giving encouragement to demonstrations or protests which disrupt the normal educational process of the school.

1. 1 - 3 days ISS

2. 1 - 3 days OSS
3. Up to 10 days OSS and possible recommendation for long term suspension

Misconduct at Extra-curricular event

1. Warning
2. Removal from event (no refund of money)
3. Suspended from school activities

Obscene, Disparaging or Demeaning Remarks or Gestures – Use of words or actions, verbal, written, or symbolic, meant to harass or injure another person; i.e., threats of violence or defamation of a person’s race, religion, gender, or ethnic origin.

1. 60 minute detention
2. 1 day ISS
3. 2 days ISS
4. 1 – 3 days OSS
5. Principal Discretion

Profane Language- Verbal, written, or symbolic language or gesture that is inappropriate for the educational setting during school or school activities.

1. 1 day ISS
2. 1 – 3 days OSS
3. 3 – 5 days OSS
4. Up to 10 days OSS and possible recommendation for long term suspension.

Public Display of Affection-embracing, kissing, or caressing another in a situation or under circumstances deemed inappropriate.

1. Warning
2. 30 minute detention
3. 60 minute detention
4. 1 day ISS
5. 2 days ISS
6. Principal Discretion

Reckless Endangerment – Reckless conduct which causes physical injury or creates substantial risk of physical injury.

1. 1 – 3 days OSS
2. 3 – 5 days OSS
3. Up to 10 days OSS and possible recommendation for long term suspension.

Sleeping in Class-Any act that gives the assumption that you may be asleep, such as putting your head down.

1. 30 minute detention
2. 60 minute detention
3. 1 day ISS
4. 2 days ISS
5. Principal Discretion

Tardiness – Students are expected to be in class on time. Students have four minutes to travel between classes. Tardy counts will reset at the beginning of a new semester.

1. Free
2. Warning from teacher
3. 30 minute detention
4. 60 minute detention
5. 1 day ISS
6. 2 days ISS

Theft Under \$25.00 – Taking or receiving property not belonging to you. Restitution will be made as appropriate.

1. 1 day ISS – make restitution
2. 1 – 3 days OSS – make restitution
3. 3 – 5 days OSS – make restitution
4. Principal Discretion

Theft Over \$25.00 – Taking or receiving property not belonging to you. Restitution will be made as appropriate.

1. 1 – 3 days OSS – make restitution and notify law enforcement
2. 3 – 5 days OSS – make restitution and notify law enforcement

3. Up to 10 days OSS and possible recommendation for long term suspension – make restitution and notify law enforcement

Tobacco Possession and/or Use – Use or possession, whether on person, backpack/purse, or locker. distribution, or sale of tobacco or related products, including cigarettes, chewing tobacco, imitation tobacco such as electronic cigarettes, or any associated paraphernalia.

1. 1 day ISS
2. 1 – 3 days OSS
3. 3 – 5 days OSS

Truancy – Students who willfully are absent from class/school or leave the building without permission/knowledge.

1. 1 day ISS
2. 2 days ISS
3. 1 – 3 days OSS
4. 3 – 5 days OSS
5. Principal Discretion

Vandalism Under \$25.00 – Intentionally damaging, defacing or, destroying property not belonging to you. Restitution will be made as appropriate.

1. 1 day ISS – make restitution
2. 1 – 3 days OSS – make restitution and notify law enforcement
3. 3 – 5 days OSS – make restitution and notify law enforcement
4. Up to 10 days OSS and possible recommendation for long term suspension – make restitution and notify law enforcement

Vandalism Over \$25.00 – Intentionally damaging, defacing, or destroying property not belonging to you. Restitution will be made as appropriate.

1. 1 – 3 days OSS – make restitution and notify law enforcement
2. 3 – 5 days OSS – make restitution and notify law enforcement
3. Up to 10 days OSS and possible recommendation for long term suspension – make restitution and notify law enforcement

Weapons – Possession, Use, or Attempted Use

Definition – THE SAFE SCHOOLS ACT OF 1996 state “WEAPON” shall mean a “FIREARM” as defined under 18 U.S.C. 921, and the following items as defined in section 571.010, RSMo: a blackjack, a cancelable firearm, and explosive weapon, a firearm, a firearm silencer, a gas gun, a KNIFE, knuckles, a machine gun, a projectile weapon, a rifle, a SHOTGUN, a spring gun, or a switchblade knife. The Green Ridge R-VIII school district classifies items listed in 18 U.S.C. 921 and RSMo 571.010 as **Category I Weapons**. In addition, other items considered by the district to be weapons, classified as **Category II Weapons** include pellet guns, B-B guns, stun and look-alike items, daggers, swords, razors, etc., explosives, poisons, nun chucks, throwing stars, or other devices that could be used as weapons to threaten others, devices or objects designed to be worn over the fist or knuckles, bow and arrows, sling shots, and other devices or instruments used to intimidate, threaten, or inflict harm. Other items which will be viewed as weapons and designated **Category III Weapons** include fireworks, firecrackers and smoke bombs, throwing darts, nuisance items and toys, unauthorized tools, mace, laser lights, etc.

****Category III Weapons will be upgraded to Category II if they are set off or used in any way.****

Policy – All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone except for educational purposes as authorized in advance by the building principal or designee. These environments include, but are not limited to, district-owned buildings, issued or rented facilities, school sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during, and after school.

Student reporting – Students who see or become aware of a weapon in the school must not touch it or remain in its presence, and are required by law to notify a school representative immediately.

Exceptions – Pursuant to Missouri Statutes, exceptions are granted to licensed peace officers, military personnel or students participating in military training while performing official duties, school district approved firearm safety courses, school district approved possession and use of dangerous weapons by a ceremonial color guard, school district approved possession and use of starter guns for athletic contests, or other school district pre-approved use for valid educational purposes.

Category 1

1. 365 day suspension to expulsion

Category 2

1. 1 – 10 days OSS
2. 11 – 365 days OSS

Category 3

1. 2 days ISS
2. 1 – 3 days OSS