

**Green Ridge R-VIII  
School District  
401 West Pettis Street  
P. O. Box 70  
Green Ridge, MO 65332  
(660) 527-3315**

**Student/Parent Handbook**

**2025-2026**

**Adopted by the Board of Education: July 16, 2025**

**Updated: August 19, 2025**



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### Mission C-110-S

The mission of the Green Ridge R-VIII is: Educate and motivate our students to become productive, successful citizens.

### School Board Members G-100-S

Derik Larimore - Board President

Tim Carter - Vice President

Tim Dove – Treasurer

Elizabeth Schleicher

Justin Walters

Megan Cannon

Laura Weisenburger

Audrey Harding - Board Secretary

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

### School Building Information and Contact Information

**Green Ridge R-VIII District website:** <http://grtigers.net/>

401 West Pettis Street, P. O. Box 70, Green Ridge, MO 65332

Phone: (660) 527-3315

Fax: (660) 527-3289

The Green Ridge R-VIII District website includes information for each building such as events, menus, Student/Parent Handbook, and other important information.

### *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.

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

#### Superintendent Information

Jonathan Petersen, Superintendent of Schools  
(660) 527-3315  
[petersenj@grtigers.net](mailto:petersenj@grtigers.net)

## Welcome Letter

Dear Students and Parents,

It is our privilege to welcome you to the Green Ridge R-VIII 2025-2026 school year!

We are incredibly excited to begin our year here at the 'Ridge! This promises to be a year filled with golden opportunities for all of our students as we strive to find ways that we can be even better than we have before. We embark on this journey with a pledge to you, our students and parents, that this will be a year of engaging, meaningful, and rigorous work in our classrooms. This work combined with special events and a plethora of extracurricular clubs, activities, and athletic teams is certain to encourage our Tigers to be involved and stay connected.

As partners in the learning process, parents and community are a vital part of educating a child. It takes all of us to ensure that students meet the high expectations needed for future academic and social achievement. We encourage you to support your child in their learning, and communicate the importance of responsibility, motivation, and expectations. We extend a special, yearlong invitation to our families to join us at school activities and events whenever possible.

During the 2025-2026 school year, we will continue to build upon and refine our proven foundation of good work, honored traditions, and continued excellence in education.

Our vision remains...

*Growing Learners Today to be Leaders Tomorrow!*

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

Have a great year!

Rachel Hammers  
Elementary Principal

Rodney Edington  
JH/HS Principal

Academic Calendar I-100-S  
Available online [here](#).

Green Ridge R-VIII							2025-2026							TIGERS						
2025							DISTRICT CALENDAR							2026						
JULY							August 2025							JANUARY						
S	M	T	W	T	F	S	Aug. 11-15	Professional Development Days	S	M	T	W	T	F	S					
		1	2	3	4	5	Aug. 18	Open House					1	2	3					
6	7	8	9	10	11	12	Aug. 20	First Day of School for Students	4	5	6	7	8	9	10					
13	14	15	16	17	18	19			11	12	13	14	15	16	17					
20	21	22	23	24	25	26	September 2025							18	19	20	21	22	23	24
27	28	29	30	31			Sept. 1	Labor Day - No School	25	26	27	28	29	30	31					
							Sept. 8	Professional Development Day												
							Sept. 29	Professional Development Day												
AUGUST							October 2025							FEBRUARY						
S	M	T	W	T	F	S			S	M	T	W	T	F	S					
					1	2														
3	4	5	6	7	8	9	Oct. 13	Professional Development Day	1	2	3	4	5	6	7					
10	11	12	13	14	15	16	Oct. 17	End of First Quarter (35 days)	8	9	10	11	12	13	14					
17	18	19	20	21	22	23	Oct. 30, 31	Parent/Teacher Conferences	15	16	17	18	19	20	21					
24	25	26	27	28	29	30			22	23	24	25	26	27	28					
31							November 2025													
SEPTEMBER							Nov. 10	Professional Development Day	MARCH											
S	M	T	W	T	F	S	Nov. 26 - 28	Thanksgiving	S	M	T	W	T	F	S					
	1	2	3	4	5	6			1	2	3	4	5	6	7					
7	8	9	10	11	12	13			8	9	10	11	12	13	14					
14	15	16	17	18	19	20	Dec. 19	Early Out-End of 2nd Quarter (35 days)	15	16	17	18	19	20	21					
21	22	23	24	25	26	27	Dec. 22 - 31	No School- Winter Break	22	23	24	25	26	27	28					
28	29	30							29	30	31									
							January 2026													
OCTOBER							Jan. 1 - 4	No School- Winter Break	APRIL											
S	M	T	W	T	F	S	Jan. 5	Professional Development Day	S	M	T	W	T	F	S					
			1	2	3	4	Jan. 19	No School MLK Day				1	2	3	4					
5	6	7	8	9	10	11			5	6	7	8	9	10	11					
12	13	14	15	16	17	18	February 2026							12	13	14	15	16	17	18
19	20	21	22	23	24	25	Feb. 2	Professional Development Day	19	20	21	22	23	24	25					
26	27	28	29	30	31		Feb. 16	No School - Presidents' Day	26	27	28	29	30							
NOVEMBER							March 2026							MAY						
S	M	T	W	T	F	S	Mar. 2	Professional Development Day	S	M	T	W	T	F	S					
						1	Mar. 13	End of Third Quarter (40 days)						1	2					
2	3	4	5	6	7	8	April 2026							3	4	5	6	7	8	9
9	10	11	12	13	14	15	Apr. 3	No School - Good Friday	10	11	12	13	14	15	16					
16	17	18	19	20	21	22	Apr. 13	Professional Development Day	17	18	19	20	21	22	23					
23	24	25	26	27	28	29			24	25	26	27	28	29	30					
30							May 2026							31						
DECEMBER							May 21	Last Day of School-Early Dismissal	JUNE											
S	M	T	W	T	F	S	May 22	Teacher Work Day	S	M	T	W	T	F	S					
	1	2	3	4	5	6	May 25	Memorial Day		1	2	3	4	5	6					
7	8	9	10	11	12	13			7	8	9	10	11	12	13					
14	15	16	17	18	19	20			14	15	16	17	18	19	20					
21	22	23	24	25	26	27			21	22	23	24	25	26	27					
28	29	30	31						28	29	30									

End of Term

No School/PD Day

No School/Holiday

Early Release

Mondays in session: Oct 27, Nov 24, Dec 15, Mar 30, May 18.



Prospective inclement weather days: Dec 8, Jan 26, Feb 23, Mar 2, Mar 16, Apr 20, May 4.

### Attendance and Absence Procedures S-115-S

#### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. The administration makes the final determination regarding whether an absence is verified or unverified. It is the expectation of the District that parents will verify a student's absence. It is important to verify absences in case they reach the level requiring review for loss of academic credit; however, both verified and unverified absences will be counted toward a student's absence total. Please be aware that unverified absences may be reviewed and determined to be truancy.

Excessive absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance

Children who have a fever, or nausea, or other symptoms of illness should be kept at home to avoid infecting others and to prevent further sickness from developing in your child. If your child gets sent home from school with a fever, he/she will need to maintain a normal body temperature for at least 24 hours without medication before returning to school.

If an Elementary student is absent for five (5) days in a semester notification will be made to the parents/legal guardian and may be reported to the proper authorities for educational neglect. Elementary student absences exceeding 5 days in one semester will be in violation of the attendance policy, which may result in a parent contact, parent-principal conference, required summer school, or grade level retention.

Junior High and High School students will not receive credit if they are absent more than five (5) days in the semester. Junior High and High School Students missing a single class or classes in excess of five (5) days will not be awarded credit for that class or classes. The District will count tardiness of 20 minutes or more as an absence for the given class period. Students who have absences in excess of five (5) 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 parent/student to provide verification of the extenuating circumstances that led to the absences. Possible example of extenuating circumstances include:

1. Extended illness or injury of the student with written documentation from the medical facility.
2. Out of school suspension, if the student attends and completes community service hours as prescribed by the administrator.
3. Funeral with written verification. The office may require a program or other evidence of the attendance as additional verification.
4. Visits with a parent or legal guardian who is active duty of the military who has been called up to duty for, or is on leave from, or has immediately returned from deployment, with written permission from the superintendent or designee.

Students may be provided the following opportunities to regain credit withheld during regular school hours due to violation of the attendance policy.

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

#### *Procedures for Reporting an Absence*

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

#### *Checking Out Early*

Parents are encouraged not to check students out early if at all possible. This is a disruption to the educational process of all students in the class. (Checking out will count against outstanding attendance awards.) If it is necessary, students will need to be signed out by a parent or parent appointed adult in the office. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

#### *Activities*

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, unless the Principal has approved the absence based on special circumstances in advance. Students must be in attendance for at least four (4) consecutive hours on Friday to participate in or attend any school sponsored weekend activities, unless the Principal has approved the absence based on special circumstances in advance.

#### *Verified Absences*

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. Parents are encouraged to schedule routine appointments during non-school days. The school will

attempt to contact parents who do not report a student's absence by the designated time.

### *Unverified Absences*

When a parent does not provide proper notification and documentation to the school showing the absence was unavoidable, the absence will be considered unverified.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. Students must be in classrooms by 7:55 a.m. Students who are not will be considered tardy and must be signed in at the office. A tardy may be excused with a pass from the office, a teacher, or the principal. Consistent tardiness disrupts the classroom and creates distress for the student. Tardies will count against outstanding attendance awards. Class will begin promptly at 7:55 a.m. Therefore, it is a good idea to have them there before 7:55 a.m. in order to get settled in for the day.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are expected to make-up the work. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

### *Dress Code Expectations and Prohibitions*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Students' torso must be covered. Therefore, the following garments are not permitted:

1. See-through garments;
2. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
3. Clothing that does not cover undergarments when a student is sitting or standing;

4. Undergarments worn as outer wear;
5. Clothing that does not reach to mid-thigh;
6. Holes in pants that are above mid-thigh unless patched; Clothing with profane, obscene, or otherwise inappropriate language;
7. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
8. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
9. Language or symbols that promote gangs;
10. Hoods worn on the head;
11. Do-rags;
12. Handkerchiefs;
13. Sunglasses;
14. Face paint;
15. Overly-dramatic make-up;
16. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
17. Blankets carried or worn as coats or wraps while in the building;
18. Heavy or loose chains, or straps that create a safety risk.

#### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Elementary students go outside for recess whenever possible. There is no specific dress code mandated for attending recess in cold weather, but students inappropriately dressed for the cold may be kept in. The teacher or principal will make this decision. Please be sure that students have appropriate cold weather clothing.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

#### Food Service Program F-285-S

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

Meal and Milk Prices are:

Breakfast	\$1.50
Reduced Breakfast	\$0.30
Lunch K-6	\$2.50
Lunch 7-12	\$2.60
Reduced Lunch	\$0.40
Milk	\$0.50

Extra Entrée 7-12    \$1.00  
Extra Side 7-12       \$0.50

Students will be allowed to charge up to \$10.00 on their meal accounts. When a student balance becomes negative, an email will be sent home to the parent(s)/guardian(s). Students with excessive meal balances may be offered an alternative meal.

If interested, please complete and return to the office the form for Free and Reduced Price breakfasts and lunches. This application is provided annually with enrollment paperwork and is available throughout the year at the front office.

Breakfast is served from 7:30-7:50 a.m. Students must be in line by 7:50a.m. in order to eat breakfast, unless their bus arrives late. 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.

Lunches brought from home should follow the District's nutrition standards. Elementary students are not allowed soda/pop with lunch. Please provide your child with juice, milk, or water. Milk for sack lunches or extra lunch milk may be purchased. Extras/snacks/milk is not part of the Free and Reduced lunch program.

All money for meals for Elementary students should be turned into the classroom teacher. It should be labeled and noted with the child's name and amount enclosed. If you have more than one child, please list each child's name and the amount to go in each child's account. Grade cards will be held at the end of each quarter if there are breakfast or lunch charges owed.

Monies for meal expenses for High School students should be deposited in 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.

It is the policy of the Green Ridge R-VIII School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the District will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through District-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

### *Adult Visitors for Lunch*

Parents/guardians are welcome to each lunch with their students. Parents/guardians must follow District visitor procedures: use the main entrance, report to the office, sign in and obtain a visitor's pass upon arrival, and sign out and return visitor's pass upon departure.

### Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures.

Birthday parties are not held at school, but any parent who would like to send treats, must make prior arrangements with their child's teacher.

The school health aide has an emergency kit available and accessible containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. The District stocks epinephrine that can be used in an emergency. Emergency asthma medication is not available in any building. Parents must notify the District in writing if they do not want these medicines administered in an emergency.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

### Health Services S-215-S

Health services are provided under the direction of a health aide. Although the health aide may be not physically present at all times in a specific building as services are provided across buildings, the health aide is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the office.

### *Illnesses/Injuries*

Please use the following as a guideline for keeping children home from school and taking them to the doctor if necessary. If a student is experiencing signs of illness they will be sent to the school health aide for evaluation and if necessary, parents will be contacted.

- **Chickenpox and Shingles:** Exclusion until day 6 following appearance of skin eruptions. All lesions must be dry and crusted. The student must be seen by the health aide prior to returning to the classroom.
- **Rubella (German Measles):** Exclusion for 7 days after the appearance of the rash. Doctor's note required.
- **Measles:** Exclusion cold symptoms and at least 4 days following the appearance of the rash. A doctor's note is required.
- **Impetigo:** Exclusion until all lesions are healed or until 24 hours following medical treatment. A doctor's note is required.
- **Scabies:** Exclusion until the day after adequate treatment from a physician is completed. A doctor's note is required.
- **Fifth's Disease:** Exclusion from school if fever is 100 degrees or greater. The student has already been communicable by the time the rash appears.
- **Unknown Rashes:** It is not within the scope of nursing to "diagnose" any disease or disorder. Therefore, if the health aide cannot identify any type of rash

on a student, the student must be excluded and considered communicable until the student brings a note from a physician stating otherwise. The student may attend school as long as the physician's orders for the diagnosed rash follows the guidelines listed in the Center for Disease Control's "Communicable Disease Manual".

- **Red/Inflamed Eyes and Pink Eye:** Exclusion until a doctor's note stating a diagnosis and 24 hours following medication if needed.
- **Streptococcal Throat and Scarlet Fever:** If the health aide suspects a student might have "strep" throat, the student will be excluded from school until they have been seen by a physician. If antibiotic treatment is prescribed the student may return to school 24 hours after beginning treatment.
- **Vomiting or Diarrhea:** Any student that has vomited or is complaining of diarrhea will be considered communicable and will be excluded until symptoms subside. In addition, any student that has vomited or has had diarrhea at home, should be kept home until symptoms subside.
- **Fever:** In any illness the student will be excluded from school if they are found to have a temperature of 100 degrees or greater. The student will need to maintain a normal body temperature for at least 24 hours without fever reducing medication before returning to school. This is to protect your child from further illness and also protect the other children at school.
- **Head Lice:** Any student found to have head lice or nits will be excluded from school and school functions until effective treatment has been received and the student is free of live lice and nits. Upon returning to school the student will need to be examined by the school health aide before being admitted back to class.
- **Ringworm:** Exclusion until seen by a physician and treatment has been started. A doctor's note will be required.
- **Mononucleosis:** No exclusion is necessary. Students may attend as long as body temperature remains normal.
- **Meningitis:** Exclusion until 24 hours following effective antibiotic therapy. A doctor's note is required.

### *Health Screenings*

The District will offer routine health, vision, and dental screenings to students in specific grade levels on an annual basis. Parents will be contacted before any routine health screening is provided to their student. The District will screen female 6<sup>th</sup> grade students and 8<sup>th</sup> grade female and male student for scoliosis in February.

### *Health Office*

If you have any questions, please contact Delores Meyer, School Health Aide, [meyerd@grtigers.net](mailto:meyerd@grtigers.net), (660) 527-3315.



### Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Non-Prescription Medication* – 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.

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school health aide.

### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such

information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

#### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

#### Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The Green Ridge R-VIII School District per the AHERA requirements has an Asbestos Management Plan which was developed and reviewed by district administrators and maintenance personnel. This plan has been implemented.

A copy of the Management Plan and inspection reports are available for review at the Maintenance Office located at the district Bus Barn, as well as in the Superintendent's office. Questions regarding asbestos or the management plan may be directed to Director of Maintenance at 660-527-3315.

#### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

### Student Records S-125-S

#### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's building counselor. Requests to amend education records may be directed to the District's building counselor to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

#### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent

(with exception of disclosures required by law), you must notify the District in writing within 5 days after the Student Parent Handbook is provided to the parent each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official

committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from a school administrator.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

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

This information may be requested by contacting Rachel Hammers, Federal Programs Coordinator at [hammersr@grtigers.net](mailto:hammersr@grtigers.net) or 660-527-3315.

#### Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan is available here: <https://www.grtigers.net/>

The School Parent and Family Engagement Plan may be found here: [School Parent and Family Engagement Plan](#)

Green Ridge R-VIII Elementary is a school-wide Title I school. A school is eligible to become a Title I schoolwide program if it has a poverty level of at least 40 percent and it is receiving Title I funds. The purpose of a school-wide program is to improve academic achievement for the entire educational program. Our goal is for all students to demonstrate proficiency related to the State's academic content achievement standards, particularly those students furthest away from demonstrating proficiency. In a school with school-wide Title I services, all students are eligible for Title I services. Additionally, all staff supports the schoolwide project. Therefore, all students and all teachers are considered components of the school-wide Title program. We continue to be data-driven, using a variety of assessments and resources to identify the areas of instruction where students need support. This support may take the form of your child going to another room for help on a particular skill or concept, or having

another teacher in the classroom to assist students. Due to having Title I services school-wide more students are helped throughout the year. If there are any questions contact Rachel Hammers at 660-527-3315.

#### Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Rachel Hammers, Elementary Principal  
Phone #: (660) 527-3315  
Email Address: [hammersr@grtigers.net](mailto:hammersr@grtigers.net)

#### English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Name: Rachel Hammers, Elementary Principal  
Address: 401 West Pettis Street, Green Ridge, MO 65332  
Phone #: (660) 527-3315  
Email: [hammersr@grtigers.net](mailto:hammersr@grtigers.net)

#### Visitor Procedures C-155-S

For safety purposes, all visitors MUST use the main entrance, report to the office, sign in and obtain a visitor's pass upon arrival, and sign out and return visitor's pass upon departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child

before the end of the school day, come to the office and your child will be called to the office.

Student instruction time is very important. In order to protect this time, please schedule before, during, or after school appointments with teachers in advance. (Anytime you visit, please check in at the office first.) Students are not allowed to bring guests to class or lunch at any time.

It is requested that younger brothers and sisters or other visitors NOT accompany students to school. If you have any questions, please contact the school administration.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance.

#### Transportation Services F-260-S

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 students' safety will serve as a guide:

- The driver is in charge of the students and the bus. Students must follow instructions given to them by the driver to be safe.
- Students must be on time to the bus stop, as others will have to wait longer due to tardiness.
- Students should always stand and wait where the driver has instructed to do so.
- Unnecessary conversation with the bus driver is prohibited so the driver can have his/her attention on the safety of the bus at all times.
- Students must not use profanity.
- Students must keep hands and feet to themselves.
- Students must keep all body parts and belongings inside the bus at all times.
- Students must stay seated safely while the bus is in motion.
- Any noticed damage to the bus shall be reported at to the driver once he/she has stopped the bus.
- There shall be no water guns, noisemakers, etc. on the bus.
- No one other than regularly enrolled students may ride the bus. This includes the prohibition of animals and guests of students.

#### Code of Transportation Conduct

If a student is not following the bus safety rules, the bus driver can write a referral. The referral is given to the school administration and to the parents. The District's Student Discipline Code applies to District transportation. Depending on the severity of the offense, a student may be suspended or permanently removed from the bus for any violation. The administration has the discretion to determine consequences for violations of District rules on District transportation.

1. The "first" note is only a WARNING that the student has broken the bus safety rules. The note has to be signed and returned to the bus driver the following morning.



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

### Student Discipline S-170-S

#### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District’s Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1)** Such student is under the direct supervision of the student’s parent, legal guardian, or custodian and the Superintendent or the Superintendent’s designee has authorized the student to be on school property;
- (2)** Such student is under the direct supervision of another adult designated by the student’s parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent’s designee has authorized the student to be on school property;

- (3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4) Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

#### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the

principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

### *District Policy for Discipline*

#### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Monday School* - A form of student discipline that requires students to attend school on a Monday when school is not in session.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights. (Students are expected to submit their assigned work upon their return to school.)

*Physical Restraint* – The use of person to person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming the student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District’s Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing

	physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct

	may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>

Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.

Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

#### Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.



### *Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Ms. Cami Fox, foxc@grtigers.net, (660) 527-3315.

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

### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt,

impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

#### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

#### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

#### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

#### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.

2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

#### *Report Form*

The District's Incident Report form is available online for parents/students to use to report incidents of bullying. See: <https://www.grtigers.net/page/incident-report>

#### Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Jonathan Petersen, Superintendent  
 Phone #: (660) 527-3315  
 Email Address: [petersenj@grtigers.net](mailto:petersenj@grtigers.net)

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Rachel Hammers, Elementary Principal  
 Phone #: (660) 527-3315  
 Email Address: [hammersr@grtigers.net](mailto:hammersr@grtigers.net)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

#### Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education          Complaint Procedures for ESSA Programs          Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>

## **Appeals**

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

### **1. What is a complaint?**

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

### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

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

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

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

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

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

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

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

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

### **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

#### **9. How will appeals to the Department be investigated?**

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

#### **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

#### Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful

discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Jonathan Petersen, Superintendent  
Phone #: (660) 527-3315  
Email Address: [petersenj@grtigers.net](mailto:petersenj@grtigers.net)

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Rachel Hammers, Elementary Principal  
Phone #: (660) 527-3315  
Email Address: [hammersr@grtigers.net](mailto:hammersr@grtigers.net)

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

#### *Title IX C-131-S*

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Angie Hagedorn, Special Services Coordinator  
Address: 401 W. Pettis Street, Green Ridge, MO 65332  
Email Address: [hagedorna@grtigers.net](mailto:hagedorna@grtigers.net)

Phone #: (660) 527-3315

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

### **Student Searches S-175-S**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students may be allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.



### *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.

### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See the Handbook's section on Administration of Medication for more information.*)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See the Handbook's section on Student Discipline for more information.*)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact Mr. Jonathan Petersen, Superintendent.

### Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

#### *A+ Program S-130-S*

##### *A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

##### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website at <https://www.greenridge.k12.mo.us/page/a-program>, or by contacting Ms. Cami Fox, who serves as the District A+ Coordinator at [foxc@grtigers.net](mailto:foxc@grtigers.net) or (660) 527-3315.

#### *Promotion, Acceleration, and Retention of Students I-185-S*

**Elementary Guidelines:** The Green Ridge R-VIII School District is committed to the continuous development of students enrolled in the District's schools, and to student achievement of the skills for the current grade assignment for promotion to the next grade level. The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student, and to provide an opportunity for each student to progress through school according to his/her own needs and

abilities. It is expected that most students in the school will be promoted annually from one grade level to another upon completion of satisfactory work. However, a student may be retained when his/her standards of achievement, attendance, or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

School administration and teachers will make the final decision on retention. A parent conference will take place to discuss the evidence that supports retention no later than the end of 3rd quarter. Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent.

7<sup>th</sup> and 8<sup>th</sup> Grade Guidelines: Junior high students must successfully complete 7 out of 8 semester units of core courses (English, History, Math, and Science) to be promoted to the next grade level. 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.

9<sup>th</sup> through 12<sup>th</sup> Status Policy: 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 <sup>th</sup> Grade	0 to 5.5 credits
10 <sup>th</sup> Grade	6 to 11.5 credits
11 <sup>th</sup> Grade	12 to 17.5 credits
12 <sup>th</sup> Grade	18 Units & Over

Exceptions are made for students enrolled in the Special Services Department who have different requirements written into their Individual Education Plans.

#### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is available for review at:

[https://docs.google.com/document/d/1CVpKxBoVd3zivTuIYUO\\_zQIfOCPWRJlZp5Eod5axY9M/edit?usp=sharing](https://docs.google.com/document/d/1CVpKxBoVd3zivTuIYUO_zQIfOCPWRJlZp5Eod5axY9M/edit?usp=sharing).

#### *Teaching About Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally

appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction. Fifth grade students take part in the Always Changing Program which focused on changes to the body during puberty. High School Health class focuses on reproductive organs and basic human reproduction.

### *Teaching About Computer Science I-123-S*

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

### *Career & Technology Center (CTC)/SFCC Students*

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.

### *High School Supervised Business Experience (SBE)*

This program is designed for Senior students to provide additional and/or specialized experience for a student beyond the traditional classroom setting. Any high school senior student interested should ask the school counseling 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 work-site supervisor should not be an immediate family member of the SBE student. SBE students may be awarded one half unit of high school credit for a minimum of 7.5 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 SBE program are electives. SBE students are required to report weekly to the SBE coordinator and turn in the Weekly Time Sheets. In addition to calling from time to time to check on attendance and work performance, the SBE coordinator will establish a visitation schedule for each school quarter to visit SBE students at their work sites and discuss their work experience with their work site supervisors. During the seventh (7<sup>th</sup>) 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 SBE evaluation form, goals and objectives established, and other requirements set forth by the SBE coordinator.

### *Graduation Requirements I-190-S*

General Graduation Requirements (identical to the State of Missouri requirements):

English	4 credits
Fine Art	1 credit
Health	1/2 credit
Mathematics	3 credits
Personal Finance	1/2 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 credits

*\*Includes instruction in U.S. and MO government. Students must pass U.S. and MO Constitution Tests as well as a Civics assessment. Students must complete end of course exams (EOC) in Algebra I, ELA 2, and Biology.*

A student is required to take a minimum of 7 classes to be considered full-time. Transfer credits will be assessed and applied on a case-by-case basis according to the equivalent of District curriculum and credits.

To be eligible for early graduation, a student must make a written request and apply to the building principal who will send it to the Superintendent and Board of Education for review and approval/denial. Students applying for early graduation must complete a

minimum of 7 high school semesters. Students approved for early graduation will be considered alumni for all purposes except for participation in the graduation ceremony of their class.

Students with IEPs may meet graduation requirements in two ways. The student may graduate with a high school diploma or the student may turn 21 and graduate by mastering IEP goals and objectives. This decision-making process must occur within the student's IEP team.

#### *Graduation for Students Eligible for Services under the IDEA*

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

#### **High Demand Occupations**

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

#### *Enrollment Information*

The Green Ridge R-VIII School District requires the following documentation upon the enrollment of students K - 12. Immunization records showing month, day and year of immunization, documented social security number, proof of residency in the Green Ridge District, and birth certificate. Copies of these documents will be made and placed in the student file folder. Immunization records must be current and meet the state guidelines before enrollment procedures can be completed and the student is officially enrolled in school. Pre-Kindergarten enrollment is completed in the spring of the year. To be eligible to enroll the child must have reached age 5 by August 1 of the school year they are entering.

#### *Grades*

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

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

A	95%-100%	A-	94%-90%		
B+	87%-89%	B	83%-86%	B-	80%-82%
C+	77%=70%	C	73%=76%	C-	70%-72%
D+	67%-69%	D	63%-66%	D-	60%-62%
F	59% and below				

#### Non-Weighted Grade Point Avg

A	4.00	A-	3.67		
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	0.67
F	0.00				

#### Weighted Grade Point Avg

A	5.00	A-	4.59		
B+	4.16	B	3.75	B-	3.34
C+	2.91	C	2.50	C-	2.09
D+	1.66	D	1.25	D-	0.84
F	0.00				

High School students have 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.

Parents and students are encouraged to utilize the Parent/Student Portal System to monitor grades on a regular basis.

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

Weighted courses-

Accounting II	Math Analysis	Trigonometry
Anatomy & Physiology	Physics	Chemistry
Dual Credit Courses		

#### *Dual Credit/Enrollment*

The Green Ridge R-VIII School District has agreements with University of Central Missouri, State Fair Community College, and Missouri State University 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. Students are responsible for their own college tuition payment, books, or any other fee associated with their classes. Generally dual

credit classes are at a discounted rate, than typical college classes. Most are online or ITV courses taught by college instructors. It is important for students to be self-motivated and responsible. Students who fail Dual Credit classes may be denied further opportunities to enroll in Dual Credit classes.

High School Credits earned for Dual Credit classes at Green Ridge High School:

- Students taking dual credit classes will receive both high school and college credit.
  - 2-3 hour college courses will earn .5 high school credits
  - 4-5 hour college courses will earn 1 high school credit.
- Students taking dual credit classes in the summer will be allowed a maximum of 1 high school credit for summer classes. A student could take two 3 hour college courses and receive 1 high school credit that will be recorded on their transcript and count toward their GPA. The first summer courses taken will be recorded.
- The maximum number of dual credit courses a student may complete is 30 college hours. (if each class were 3 hour course each, students could take up to 10 dual credit courses)
- All dual credit courses are weighted courses

If a student withdraws from a dual credit/dual enrollment course before the end of the first quarter, they will enroll in another Green Ridge course. Grade check eligibility will be based on the Green Ridge course grade. If a student withdraws from a dual credit/dual enrollment course after first quarter is over, the student will enroll in a Green Ridge course, but grade checks for the remainder of the semester will be determined by the latest grade information from dual credit/dual enrollment courses at the time of the withdrawal. Students enrolling/changing courses after the first week of each semester will not earn credits, unless the change was due to academic necessity.

#### Eligibility for Dual Credit classes

All students must adhere to the guidelines set by the participating Dual Credit college/university and the State of Missouri. The guidelines vary from school to school and are subject to change at any time. Students need to verify with the school counselor before enrolling in classes, if they meet the current criteria.

- Freshmen allowed to take 1 dual credit class per *year*
- Sophomores are allowed to take 1 dual credit class per semester, total of 2 classes per year
- Juniors are allowed to take up to 2 dual credit classes per semester, 4 classes per year
- Seniors are allowed to take up to 3 dual credit classes per semester, 6 classes per year

SFCC:

- Sophomore, Junior or Senior
- GPA of 3.0 or higher
- appropriate ACT scores
- Freshmen students are only eligible if they score in the 90<sup>th</sup> percentile of their ACT cohort for that subject area



UCM:

- Junior or Senior with 3.0 or higher
- Junior or Senior with 2.5-2.99 GPA, and must have a signed letter of recommendation from principal or counselor
- Sophomore with 3.0 or higher GPA, and must have a signed letter of recommendation from principal AND counselor
- Freshman with 3.0 GPA, signed letter of recommendation from principal AND counselor, Score at or above 90<sup>th</sup> percentile on the ACT or SAT

### *Elementary Honor Roll and Awards*

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

### *JH/HS Honor Roll*

At the completion of each semester, the honor roll(s) are announced to recognize academic achievement for students (7 - 12) who are on the High Honor Roll (All “A”s on their report card) and the Honor Roll (Only “A”s and “B”s on their report card). Honor Rolls will be published twice annually following 1st and 2nd semester.

### *Changing a Schedule*

Students wanting to change their class schedule must do so within one calendar week from the first day of each semester. Changes will be based on available classroom space and will require parent, teachers, counselor, and principal approval. It is the practice of high schools to not allow students to drop classes. At-risk students and special services students will be decided on a case-by-case basis.

### *Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District’s duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Special Services Coordinator/504 Coordinator, Angela Hagedorn, 401 West Pettis Street, Green Ridge, MO 65332, (660) 577-3315, [hagedorna@grtigers.net](mailto:hagedorna@grtigers.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, 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 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, 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Tuesday – Friday (8:00 am – 4:00 pm) in the office of the Special Services Coordinator, Angela Hagedorn, 401 West Pettis Street, Green Ridge,

MO 65332, (660) 527-3315, [hagedorna@grtigers.net](mailto:hagedorna@grtigers.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to seven credits per year.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.greenridge.k12.mo.us/page/mocap-virtual-education> and District Policy.

### Technology F-265-S

#### *Policy on Student Display or Use of Electronic Personal Communications Devices*

Developments in cell phones and other technology in recent years have resulted in enhanced communication and education opportunities. However, the use of cell phones, and other communication devices, in schools poses increasing risks of school disruption, bullying, criminal activity, and academic dishonesty. This policy will also pertain to external listening devices such as headphones and ear buds.

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

The District requires that students turn their phones and electronic devices off and secure them in their locker, book-bags, or other location during the school day. The school is not responsible for loss or damage to cell phones or other electronic devices.

#### High School acceptable common area use:

1. High School students may use devices before school (7:55 a.m.) and after school (3:30 p.m.).
2. 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.
3. Students may take cell phones to after school activities so long as they do not cause a distraction.

## **Disciplinary Procedures**

Office discipline for cell phone and electronic device violations: Actions of consequence are outlined in Student Discipline section of this handbook. Please note--violation of the policy will result in the cell phone or similar electronic device being **confiscated** and sent to the office.

**\*\*Parents may pick up confiscated cell phones/electronic devices at the end of any school day.\*\***

## **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. Students enrolled and participating in a dual course administered in partnership with an institution of higher education may access their electronic communication device for the purpose of completing a two-step authentication for access to course materials. Once the student has completed the authentication process, they must relinquish their device to the facilitator, faculty member, or teacher. The student may not access their device at any other time during the classroom period.

## *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

## *Textbooks and Technology Devices, and Other District Equipment*

Each student is responsible for all books and equipment issued to him/her. If an item issued to a student is misplaced or damaged, the student may be responsible for replacement cost of the book or piece of equipment. The students will be assigned textbooks and equipment. Books and equipment must be kept by the students for the time she/he is in class.

The 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. Social media sites and applications are NOT appropriate use of school time and will not be allowed.

### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

### Building Information

#### *Assemblies*

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

### *Elementary Field Trips*

Each grade level takes at least one scheduled field trip per year. Permission slips will be sent home and are required to be signed and returned to school before the trip date. All willing parents wishing to help with these trips might not be able to attend. This could be due to ticket limits, destination restrictions, and/or transportation restrictions. Room parents will receive first priority on attending the field trips. We ask that other arrangements be made for siblings or other children so that this may be a special day for you and your child on the field trip. Students must ride the bus to and from the field trip unless approved by the principal.

### *Junior High/High School Trips*

School trips are a privilege. Students must possess the appropriate character, attendance, and grades to attend any trips. Grades will be checked the day before any field trip. Students with poor attendance or any failing grades will not be permitted to attend school trips. If a student is not eligible to attend a field trip he/she will miss the school trip and do an alternative assignment, if applicable.

### *Missouri State High School Activities Association (MSHSAA) Activities*

To participate in athletic and some MSHSAA activities, a student must meet the following requirements: (1) pass a physical examination for athletics and band, (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. The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/>.

Based on recent legislation passed (§ 167.790, RSMo) and starting with the fall activity season, homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

### 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 Spectators

Students are to remain in the gymnasium or concession area during athletic events in the school building. If a student leaves the building without permission, he/she will not

be allowed to return. If a student leaves a school-sponsored event, students must leave the school grounds. Elementary students must be accompanied by a parent or designated adult. All students who attend events are there to watch the event and shall not be disruptive or they may be required to leave.

### *Extra-curricular Activities and Clubs I-210-S*

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. 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, unless the Principal has approved the absence based on special circumstances in advance. Students must be in attendance for at least four (4) consecutive hours on Friday to participate in or attend any school sponsored weekend activities, unless the Principal has approved the absence based on special circumstances in advance. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

### *Jr. High (7th-8th)*

#### Activities-Band

Athletics-Cross Country, Soccer, Volleyball, Basketball, Cheer, Track

Clubs/Organizations-Student Council (2 elected by class vote)

### *High School (9th-12th)*

Activities- Band, Show Choir,

Athletics- Cross Country, Golf, Soccer, Volleyball, Basketball, Cheer, Track, Baseball, Softball

Clubs/Organizations- National Honor Society, Student Council (elected by class vote), Art Club, Future Business Leaders of America (FBLA), Family, Career, and Community Leaders of America (FCCLA), Future Farmers of America (FFA), Future Teachers of America (FTA), Academic Bowl, Yearbook (11th-12th with application approval), E-Sports

### High School Activity Policy

1. Group activities will be held only under the supervision of the sponsor whose responsibility it will be to chaperone 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.

High school students' (grades 7 – 12) extracurricular eligibility is determined by the current Eligibility Grade list. This report is computed approximately every two weeks. Students that do NOT meet eligibility requirements will be unable to participate in ANY extracurricular event until the following Grade Check Date. In the event a student still has failing grades, they will continue to be ineligible until the following Eligibility Check. Eligibility may only change at the issue of each new Eligibility Check date.

#### **Dates for Eligibility Grade Checks:**

1st Semester September 16 September 30 October 14 October 28 November 1 November 25 December 9 December 19 (1st semester grades)	2nd Semester February 3 February 17 March 3 March 17 April 14 April 28 May 12 May 21 (2nd semester grades)
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#### *Dances*

All dances should end no later than 11:00 p.m. without administrative approval. 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. GR students are disciplinarily responsible for guests. If the guest violates school policy, the GR student that invited the guest will be disciplined as outlined in the discipline code. The school academic eligibility policy will be in effect for all school dances, with the exception of Prom. Prom is for Junior and Senior high school students and their guests. Guests must be at least in the 9<sup>th</sup> grade. The dress code for each dance will be determined prior to the dance and will be appropriate for the theme. Students or their guests who leave the dance early may not return.



If a violation of the Student Code of Conduct occurs during Prom, the disciplinary action may occur immediately or carry over to the following year in the case of Juniors. Seniors may be denied the privilege to participate in graduation exercises.

### *School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the School Messenger tool and Facebook to notify students and parents/guardians. Messages will be sent via phone, email and/or text regarding school closures or dismissals, and including other important information that parents/guardians should be aware of. All parents are encouraged to keep all telephone and email contacts up-to-date. These numbers are entered into our system to notify you of important events. Ie: school early outs, programs, bus issues, and progress reports. If your contact information changes, please notify the school as soon as possible.

If school is dismissed due to inclement weather, the information will be shared with the community via school messenger and Facebook.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

### *Arrival and Dismissal Procedures S-165-S*

#### Arrival

The building is open from 7:30-4:00. Students should not arrive at school before 7:30 a.m.

When dropping off your student in the morning please pull forward to the yellow pole. This allows ample room for buses or other cars to unload their children safely. You will need to park if you are planning to come inside the school.

Upon arrival elementary students are to go directly to their respective class areas, and JH/HS students are to report to their home room classes. Students should not go anywhere other than breakfast without gaining permission from the teachers on duty. This includes going to the restroom, band room, classroom, or back to the front foyer to get items they left.

#### Early Dismissal Information for All Students

Notes for early dismissals must be turned into the classroom teacher or office first thing in the morning. Students will be left in class until the parent/guardian arrives to pick up the student. Once students arrive at school, they are not to leave the campus without permission from the principal's office. Students are advised that most requests to leave school grounds will be denied unless permission has been obtained from a parent. Never

leave the building/campus without first reporting to the principal's office and obtaining permission. Failure to do so may result in an unverified absence or a determination of truancy. 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.

### Dismissal

When school is dismissed at the end of the day all students are to exit from the front of the building. If elementary students are to ride with older siblings they will need to be picked up from their teacher.

All students are to be off school grounds by 4:00 p.m. unless under the direct supervision of a sponsor, coach, or teacher. Students on school grounds after 4:00 p.m. not under the supervision of a sponsor, coach, or teacher will be subject to disciplinary action.

*Pick-up Lane:* the person that is picking up may stay in their car and pull through the bus lane once the buses have left. Please pull up to the yellow bar/pole and make your stop as brief as possible when picking up at the end of the day. The teachers will be there to assist students to the proper car. Teachers will bring the students out the door and down the sidewalk.

Parents are requested to inform the teacher of the student's normal after school routine. It is important to stick to this routine as often as possible. If a student must do something different, a parent/guardian must send a note to the child's teacher that morning. The person picking up the student must have I.D. if they are not the normal pick up. If an emergency does occur and you must call the school to change plans, please do so by 2:00pm. The end of the day is often rushed in the office and the sooner the notification the better.

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

### *Before/After School/Extended Care Program*

Boys & Girls Clubs of West Central Missouri will be providing an extended program on Tuesday-Friday from after school to 6:00 p.m. Programming will focus on Academic Success, Good Character & Citizenship and Healthy Lifestyles. Cost is \$5.00. Enrollment information will be provided by Boys and Girls Club at the beginning of the school year. Additionally, parents should contact the Site Director for Boys and Girls Club of West Central Missouri about after school care childcare services.

*Class Schedules/Bell Schedules for High School/Junior High*

Bell	Event		
7:30	Building opens-		
7:50	Breakfast Ends		
7:52	THREE minute warning bell		
7:55	Advisory Period Begins		
8:27	Advisory Period Ends / Bus students dismissed		
8:30	1st Period Begins		
9:24	1st Period Ends		
9:27	2nd Period Begins		
10:21	2nd Period Ends		
10:24	3rd Period Begins		
11:18	3rd Period Ends		
11:21	4th Period Begins		
12:15	4th Period Ends		
12:15	HS Lunch begins	12:18	JH 5th hour begins
12:38	HS Lunch ends	12:41	JH students to lunch
12:41	HS 5th Hr begins	1:04	JH students return to 5th hour
1:35	HS 5th ends	1:35	JH 5th hour ends
1:38	6th Period Begins		
2:32	6th Period Ends		
2:35	7th Period Begins		
3:30	7th Period Ends		
3:33	All other students Dismissed		

	Lunch Schedule
Kindergarten	10:45-11:05
1st Grade	10:50-11:10
2nd Grade	10:55-11:15

3rd Grade	11:05-11:25
4th Grade	11:10-11:30
5th Grade	11:35-11:55
6th Grade	11:35-11:55
HS Lunch	12:15-12:38
JH Lunch	12:41-1:04

### *Deliveries*

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. In the event such remembrances are delivered to school, students may claim their deliveries at the close of school.

### *Parties/Celebrations*

Birthday parties will not be held at school, but if you would like to send treats, please make arrangements with your child's teacher or the administration in advance [include any nutrition standards for food brought by parents to be served during school hours]. Birthday invitations will not be distributed at school, to avoid hurt feelings and disruptions of learning. Please call or mail invitations to those involved. The school cannot provide phone numbers and addresses to parents.

The PTO sponsors 2 Elementary parties each year, a fall party and a valentine's day party. These 2 parties are planned and put on by room parents. This event is for the students and class only. It is for this reason we ask that all other non-school children not attend the school party. In addition, many teachers will have a Christmas party and/or other celebration parties throughout the year. These parties are communicated to parents through classroom newsletters or notes home.

### *Lockers*

Each student in grades 5-12 is assigned a locker. Students may be required 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.

### *Supply Lists*

District supply lists are available online at:

<https://www.greenridge.k12.mo.us/page/supply-list>

### *Student Parking*

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. Students parking on school property will be issued a parking spot. In order to park on school campus, a copy of the student's driver's license and vehicle's insurance will be required. Driving/Parking privilege can be suspended or revoked at any time due to student misconduct. Vehicles may be subject to search from administration. Students driving to school shall park in the designated student lot. Students should park in an orderly fashion and make sure no other vehicle is blocked from easy entrance or exit from any parking area. Bus transportation is provided to all students, so 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. Therefore, it is suggested that car windows be rolled up and car doors locked.

Going to student vehicles will be permitted during the school day only with administrative approval. Students caught visiting their vehicles without permission/adult escort will be subject to disciplinary actions. Cars should not be moved during the day without permission from the office. Students who operate their vehicle in a careless or unsafe manner will be subject to disciplinary action.

### *Recess*

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

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

### *Conferences and Communication*

You are encouraged to confer with your child's teacher throughout the school year. If you would like a conference, please schedule it ahead of time. Parent/Teacher conferences are held at the end of the first quarter, and as needed throughout the year.

Many teachers use web pages, notes, and newsletters to communicate upcoming events and interests. The best way to contact a teacher is by email. All teachers in the District have an email that consists of their last name and the initial of their first name followed by grtigers.net. e.g. [hammersr@grtigers.net](mailto:hammersr@grtigers.net)

### *Custody of Children*

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

### *Emergency Procedures*

Each classroom will be provided with emergency procedures. Everyone must cooperate during a drill to keep everyone safe. Fire, tornado, earthquake, and lockdown drills will be held multiple times throughout the school year. Students must follow teachers' instructions. Parents/Guardians will be notified via SchoolMessenger in the event of an emergency at school. Shelter Areas: During a severe storm, students will access the community storm shelter located on the Green Ridge R-VIII property.

### *Library Procedures and Policy*

Books, magazines, newspapers, and other materials are available to students in support of class assignments, research projects, personal interests, and recreation. The library will be open at 7:30 a.m., and remain open until 3:45 p.m. for student use. Special arrangements can be made with the librarian to use the library earlier than 7:30 a.m. or later than 3:45 p.m. **Students will not be admitted to the library during the school day without a pass or teacher permission.**

### *Lost and Found*

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

### *Student/Teacher Contact*

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. All staff members of the District are expected to communicate with students in a professional manner and maintain appropriate boundaries and relationships with students.

The maintenance of professional boundaries between staff and students extends to all modes of electronic communication. The District may provide or prescribe certain methods of or platforms for communication for staff members to reach students and may restrict/prohibit other methods. Regardless of the mode, all communication must be for an educational reason. All electronic communication must occur between the hours of 6:00 a.m. and 10:00 p.m.

Students and teachers may be contacted during school hours by calling the school office. The phone number is (660) 527-3315. However, students and teachers will be called from classes ONLY in an emergency. The best way to contact a teacher is through email. For example: [hammersr@grtigers.net](mailto:hammersr@grtigers.net)

### *Telephone*

The telephone in the school office is for business/emergency purposes only. Students must request permission from the principal to make calls.

### *Trauma Informed Schools Initiative*

Information can be found at <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

### *School Counseling*

The school 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.

### *Vending Machines*

Use of the vending machine is not allowed by elementary students unless authorized by a teacher or sponsor. Junior high and high school students may only use the vending machine during passing periods and lunch. If students are caught using the machine when not permitted, food or drink will be taken away and not returned.

### *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.

### *Leaving Valuables at School*

The school cannot be responsible for lost or stolen valuables, such as money or electronics.

### *Food & Drink in Classrooms*

Food and drink allowance is determined by each teacher, and as long as it does not cause classroom distraction. Styrofoam cups are not permitted. Special occasions for food/drink are acceptable as determined by teachers and approved by the administration.

### *Gym Use*

Students should never be in the gyms (or any part of school) without school personnel supervision. All students using the gym will use appropriate gym shoes that will not leave marks or scratches on the flooring. Any student in violation will be denied the privilege of using the gym.

### *Summer School*

Green Ridge R-8 may provide a summer school program and will make a determination regarding availability annually and notify parents of opportunities.

### *Workroom*

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

### District Policy Information

#### *Physical Examinations and Screenings S-146-S*

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

#### *Surveying, Analyzing, and Evaluating Students S-150-S*

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including



arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building counselor.

All District policies can be located at: <https://www.greenridge.k12.mo.us/page/board-policies>

### *School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	<a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>

This institution is an equal opportunity provider.

### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school.

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

#### *Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

#### *Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District is prohibited unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

#### *Use of Recording Devices or Drones C-165-S*

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or

safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

### Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

*F-265-P Technology Form A*  
*Email Consent/Permission Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*F-265-P Technology Usage Agreement Form Form B*  
*Student Technology Usage Agreement*

*Students (for all students, K-12)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

---

Student Name (please print):

---

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

---

Parent/Guardian Name (please print):

---

Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*C-105-P District Rules and Guides Form A*  
*Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

---

Parent/Guardian Name (please print):

---

Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

GREEN RIDGE R-VIII  
SCHOOL DISTRICT  
MOBILE DEVICE  
STUDENT/PARENT HANDBOOK



The MISSION of the GR8 School District is to:

- Educate and motivate our students to become productive, successful citizens.

The VISION of the GR8 School District is to:

- GR8 – The destination for a world class education for our learners today and leaders tomorrow.



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Dear Students, Parents, and Guardians:

The Green Ridge R-VIII School District is dedicated to ensuring that our students are digitally literate and engaged 21st century learners. Our mission is to educate and motivate our students to become productive, successful citizens. The vision of the GR8 School District is: GR8 – The destination for a world class education for our learners today and leaders tomorrow. This Technology Plan supports our District mission and vision. As we provide students with the tools and training that will enable them to think critically and creatively, communicate effectively, and participate in problem-based and collaborative learning, we are giving them the life skills they need to become productive adults and leaders in our local and global communities.

Our GR8 District is excited to be able to provide one-to-one technologies to our students as a tool to enhance student learning and productivity. Our one-to-one program will provide all students Kindergarten through 12th grade with a mobile device. We feel strongly that we must provide our students with the opportunities and experiences needed while in school to prepare them to perform at the highest level in their chosen career paths.

At the beginning of this school year, the one-to-one mobile devices provided to students will remain in the school. However, these devices will be made available to any student who may need them in the event of a long-term medical need, or other identified necessary extended absence. Mobile learning devices greatly increase opportunities for student learning to take place, providing support to both students and teachers as the classroom is transformed and learning moves beyond the textbook and school walls. We want to make sure that learning can occur if/when students cannot be physically present at school.

We want to thank our school board, our staff, students, and our community for providing the support to our School District that has allowed us this one-to-one technology opportunity so that students may always have the ability to continue learning.

Sincerely,

Jonathan Petersen

Superintendent

## **OVERVIEW**

Green Ridge R-VIII School District is committed to preparing students to be successful citizens in a global community by providing a mobile device for learning opportunities to all students in kindergarten – 12th grade. At the beginning of the 2025-2026 school year, the one-to-one devices will remain at school. If/when there is a need for a student to continue learning offsite for an extended period of time, the one-to-one device will be provided for home use.

### **RECEIVING A MOBILE DEVICE**

Green Ridge R-VIII School District will issue each student a mobile device when the Mobile Device Agreement Form is signed by both the student and the parent/guardian.

### **RETURNING A MOBILE DEVICE**

- At the completion of the school year, any students using a mobile device for offsite instruction will be required to return their mobile device, charging equipment, and any other District-issued accessories on or before the date designated by school administration.
- If a student withdraws from or transfers to another school within the District, the device and all accessories must be returned to school no later than the student's last day at our school.
- If a student does not return his/her mobile device prior to leaving school, at the completion of the school year, or at any time designated by school or District administration, they may be subject to legal action or criminal prosecution. Additionally, the student may be held liable for replacement costs of the device and accessories.

### **MOBILE DEVICE IDENTIFICATION**

Only District-applied identification labels (i.e., Green Ridge R-VIII School District asset number/serial number) are permitted on mobile devices, and accessories. Students may not remove or cover the District labels or identifying stickers on the mobile device and/or accessories. Writings, drawings, stickers, labels, or any other form of personalization on the device is prohibited.

### **GENERAL CARE OF THE MOBILE DEVICE:**

Each student is responsible for the general care of his/her assigned mobile device.

- No mobile device casing is 100% effective in preventing damage; students should take proper care of the device at all times. The case on the mobile device is not to be removed by anyone other than school technology personnel.
- Screen damage often occurs when pressure is applied to the screen. When in transition, the devices should be closed and not carried by their screen.

- If the mobile device screen requires cleaning, only a clean, dry, microfiber cloth should be used. The use of cleansers of any type is prohibited. The device must be turned in to the school technology staff if additional cleaning is required.
- Cords and cables should be carefully inserted/removed from device to prevent damage.
- Mobile devices should not be used in areas which may lead to damage or theft.
- When using the power cord, the cord should not be left in areas that may be a tripping hazard.
- Students should never attempt to repair, reconfigure, or reset the device. Any attempt to tamper with the internal components of the device will be considered damage.
- Student mobile devices in need of repair must be reported to the technology staff immediately. Technical support is only available during school hours.
- Mobile devices may need updating throughout the school year. Students are required to turn in their mobile devices when requested by school administration or technology staff. Students are responsible for making sure files are backed up.

### **SECURITY OF THE MOBILE DEVICE**

Students are responsible for the security of their mobile device at all times, both on and off District property. Devices should never be left unsecured. All unsecured mobile devices will be confiscated by staff and disciplinary actions may be taken.

### **GENERAL USE OF THE MOBILE DEVICE**

- If/when devices are allowed to be taken home, students are required to bring their mobile devices to school each day fully charged. Students who leave mobile devices at home will be required to complete alternate assignments as determined by the teacher. Students may be subject to disciplinary action for repeatedly failing to bring the mobile device to school.
- Each student is responsible for all usage of and content stored on the device issued to them.
- Students are not permitted to lend their device or accessories to anyone or borrow another student's mobile device or accessories.
- Student devices are subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using the mobile device. Teachers, school administration and/or technology staff may conduct an individual search of a student's mobile device, including any content stored on or communication conducted using the device.

- Students are responsible for maintaining the security of all usernames and passwords issued to them. Account usernames and passwords are never to be shared with anyone other than a teacher, school administrator, or technology staff. This includes network, software, and web-based application usernames and passwords.

### **DAMAGE, LOSS, AND THEFT**

- If the mobile device is lost or stolen during the school day, the student is required to contact a teacher or school administrator immediately.
- If a mobile device is stolen outside of school, the student or parent/guardian is required to file a police report immediately. After filing a police report, the student or parent/guardian shall notify school administration and submit a copy of the police report. Failure to report a lost or stolen device within one week may result in a student being held financially responsible for the replacement of device.
- If a mobile device is lost outside of school, the student or parent/guardian is required to notify school administration immediately. Failure to report a lost or stolen device within one week may result in a student being held financially responsible for the replacement of device.
- All attempts to recover a lost or stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.
- The student and/or parent/guardian is responsible for compensating the School District for repairs or replacement costs due to damage, loss, negligence, misuse and/or violating the Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.
- A list of replacement costs is included in Appendix B of this handbook. (For Damage or AUP violations)

### **STUDENT EXPECTATIONS FOR RESPONSIBLE AND ETHICAL USE**

Students should understand the rules and expectations that apply to non-technology related conduct and communication also govern the student use of technology.

Students are expected to:

- Understand that they are responsible for the care, content, and usage of the mobile device and all accessories issued to them.
- Bring the mobile device to school fully charged each day.

- Follow all procedures of enrollment and security setup for identification of the mobile device.
- Use the mobile device in ways that are appropriate and educational.
- Understand that the mobile device is the property of Green Ridge R-VIII School District and is subject to inspection at any time without notice.
- Keep the mobile device away from food, beverages, sinks, water fountains or any other area that may cause damage to the device.
- When in transition, the device must be closed and not carried by the screen.
- Follow all procedures for reporting a lost, stolen, or damaged device as outlined in this handbook.
- Engage in positive discussions while using communicative and collaborative technology.
- Alert a teacher if he/she sees threatening, inappropriate, or harmful content online.
- Be cautious to protect the safety of themselves and others.
- Return the mobile device and accessories to school when requested by the school or District.
- Understand that they are responsible for the repair and replacement costs due to damage, loss, negligence, misuse and/or violating Mobile Device Student/Parent Handbook or Acceptable Use Policy for Technology.
- Understand that the use of the mobile device is a privilege and can be taken away at any time

Students may NOT:

- Use school technologies in a way that could be personally, emotionally, or physically harmful.
- Lend their mobile device or accessories to anyone or borrow another student's mobile device or accessories.
- Remove any District labels or identifying stickers on the mobile device and/or accessories.
- Attempt to repair, reconfigure, or reset the mobile device.
- Modify or change settings on the device in an effort to circumvent the District's content filters; this includes proxy software and websites.
- Attempt to install any software that is not approved by the Green Ridge R-VIII School District.

- Place drawings, stickers, labels, or any other forms of personalization on the device.
- Share their network or application usernames or passwords with anyone other than a teacher, school administrator, or technology staff.
- Attempt to photograph or find inappropriate or dangerous images or content including drugs, alcohol, gangs, weapons, and/or pornography (real or cartoon).
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Post personally-identifying information about themselves or others.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for their use.
- Use the mobile device to cheat on any assignments.
- Engage in inappropriate communications with others online

### **VIOLATIONS OF THIS POLICY**

Violations of this policy will be handled in accordance with Green Ridge R-VIII School District's Student Discipline Code of Conduct. Disciplinary repercussions include but are not limited to:

- Suspension of network, technology, or mobile device privileges
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

### **PARENT/GUARDIAN EXPECTATIONS**

In order for students to experience the benefits of one-to-one technology learning opportunities, the Green Ridge R-VIII School District encourages each parent/guardian to:

- Understand that attempts to recover a stolen device will be done by school administration or law enforcement. Students or parents shall never attempt to recover a stolen device.
- Ensure their child is following the guidelines in the Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.
- Ensure that their child returns all equipment on or before the date specified by the school administration or upon leaving the District.

When a student is using a mobile device at home:

- Monitor the child's internet use and adherence to the Acceptable Use Policy for Technology at home and school when using his/her mobile device.
- Ensure that only the student will use his/her mobile device for school-related purposes.

### **TITLE**

Legal title to the property is with the District and shall, at all times, remain with the District. A student's right of possession and use is limited to and conditioned upon his/her full and complete compliance with Green Ridge R-VIII School District's Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology. The student is responsible for the care, use, and security of the mobile device and accessories at all times.

### **REPOSSESSION**

Green Ridge R-VIII School District reserves the right to repossess a mobile device at any time if the student does not comply with all terms of Green Ridge R-VIII School District's Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology.

### **APPROPRIATION**

Failure to return the property in a timely manner, as requested by school administration, will be referred to local law enforcement.

### **MODIFICATION TO PROGRAM**

Green Ridge R-VIII School District reserves the right to modify this program or its terms at any time.

### **INTERNET ACCESS/FILTERING**

- It is the responsibility of each student to adhere to the Mobile Device Student/Parent Handbook and Acceptable Use Policy for Technology while at home and school.
- Important note for parents: The content filtering follows the device no matter where it goes. Whether at school on our network, at home, at McDonald's, or on an airplane, access on the device is channeled back through our network filtering to ensure our students are protected.
- While this filtering solution is very effective, the District cannot guarantee that access to all inappropriate sites will be blocked.
- Green Ridge R-VIII School District is not responsible for problems suffered while on the network or internet. Use of information obtained through the internet is at the user's risk.



- Students are prohibited from modifying or changing settings on the mobile device in an effort to circumvent the District's content filter; this includes proxy software and websites.
- Green Ridge R-VIII School District will not serve as the internet service provider for student home use. For students to access the internet at home, the parent/guardian must subscribe through an internet service provider. If students do not have home internet access, there are a variety of options for connecting to the internet including, but not limited to, public libraries and public businesses that provide free Wi-Fi access to patrons. Additionally, information about low-cost broadband internet programs is outlined in Appendix C of this handbook.

### **LIMITATION OF LIABILITY**

- While Green Ridge R-VIII School District employs filtering, safety and security mechanisms and attempts to ensure their proper function, it makes no guarantee as to its effectiveness.
- Green Ridge R-VIII School District will not be responsible, financially or otherwise, for unauthorized transactions conducted using the mobile device.

### **DIGITAL CITIZENSHIP CURRICULUM**

- Navigating cyberbullying, privacy, safety, and other digital dilemmas are a real challenge for parents and teachers. But technology also provides incredible opportunities for students to learn, connect, create, and collaborate in ways never before imagined.
- Green Ridge R-VIII School District uses and encourages parents to use Common Sense Media resources to build a positive culture of digital citizenship at home and at school. Green Ridge R-VIII School District supports the safe and responsible use of technology with [Common Sense Education's K-12 Digital Citizenship Curriculum](#). Teachers embed this curriculum into daily instruction to help students build skills around critical thinking, ethical discussion, and decision making.
- The Common Sense curriculum includes comprehensive resources for students, like lesson plans, student digital interactives, and assessments, as well as professional development for teachers and materials for parents to use at home with the family.
- Common Sense Media continues to expand its resources for parents, students, and educators. For more information, visit: <https://www.common sense media.org/>

## **APPENDIX A: TECHNOLOGY USAGE FEE**

At the beginning of this Plan in the 2025-2026 school year, Green Ridge R-VIII School District will not charge a technology usage fee in exchange for use of District technology. The Board of Education reserves the right to instate a fee if, in the future, funds are needed to help sustain the program.

## **APPENDIX B: REPLACEMENT/REPAIR PRICING**

**Touch Screen Replacement: \$145.00**

**Non-Touch Screen Replacement: \$80.00**

**Keyboard Replacement: \$34.99**

**Charging Adapter Replacement: \$39.99**

**Case Replacement: \$30.00**

**Chromebook Replacement: \$300.00 Non-Touch Screen**

**Chromebook Replacement: \$349.00 Touch Screen**

## **APPENDIX C: LOW-COST INTERNET PROGRAMS**

Various internet service providers who service the residents of Green Ridge offer low-cost broadband internet service for qualifying families. Information about the low-cost programs offered by these service providers is listed below. Please note that Green Ridge R-VIII School District is not affiliated with any of these programs. We are simply including this information to make families aware of the various low-cost internet solutions that are available. All questions should be directed to the internet service provider and not Green Ridge R-VIII School District.

### **iLand Internet**

1-800-526-8302

<http://www.iland.net/>

### **Easy Net**

660-343-5239

<http://www.easynetwireless.net/>

### **HughesNet**

844-737-2700

<https://www.hughesnet.com/>

You may also check with your Dish or Direct TV providers.

## **APPENDIX D: STUDENT ACCEPTABLE USE POLICY**

### **Section 1. Purpose of Technology Use**

The Green Ridge R-VIII School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

### **Section 2. The Opportunities and Risks of Technology Use**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering hardware/software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- 1) Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- 2) The accuracy or suitability of any information that is retrieved through technology;
- 3) Breaches of confidentiality;
- 4) Defamatory material; or
- 5) The consequences that may come from failure to follow District policy and procedures governing the use of technology.

### Section 3. Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall:

- Use or access District technology only for educational purposes

- Comply with copyright laws and software licensing agreements

- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.

- Respect the privacy rights of others.

- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.

- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses. Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology shall not:

- Access, download, create, send or display offensive messages or pictures. Use harassing, offensive, obscene or defamatory language.

- Harass or attack others;

- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs; Knowingly spread computer viruses;

- Violate copyright laws or software licensing agreements;

- Use others' passwords or accounts;

- Misrepresent themselves or others;

- Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;

- Reveal their personal address or phone number, or those of other users;

- Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and Use technology for any illegal purpose or activity.

Granting of Access:

Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

#### Section 4. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of electronic device, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

#### Section 5. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

#### Section 6. Additional Rules/Actions

The Superintendent/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this Policy.

**APPENDIX E: MOBILE DEVICE AGREEMENT & ACCEPTABLE USE OF TECHNOLOGY  
CONSENT FORMS**

**One-to-One Learning**

**Mobile Device Agreement Form**

PLEASE PRINT

Student's Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Full Name \_\_\_\_\_

By signing below, you are agreeing to the terms and conditions outlined in the **Mobile Device Student/Parent Handbook**.

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

Parent/Guardian Signature: \_\_\_\_\_  
Date \_\_\_\_\_

**STUDENT ACCEPTABLE USE OF TECHNOLOGY CONSENT FORM**

The District's electronic network is part of the curriculum and is not a public forum for general use. Please carefully read the **Acceptable Use Policy**. Violations may result in disciplinary action. To gain access to email and the Internet, all students must sign and return this form. Students under the age of 18 must obtain parental consent.

**Student Consent**

I understand that my computer use is not private and that the School District will monitor my activity on the computer system. I have read the District's **Acceptable Student Use of Technology policy and regulations** and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension, or expulsion.

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

**Parental Consent**

I have read and understand the District's **Acceptable Student Use of Technology policy and regulations**. In consideration for my child being able to use the District's electronic communications system and have access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the School District's policy and administrative regulations.

\_\_\_\_\_ I give, or \_\_\_\_\_ I do not give, permission for my child to participate in the School District's electronic communications system and certify that the information contained on this form is correct.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_