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## Golden City Elementary School Handbook 2021-2022

Please sign and return THIS PAGE ONLY to your child's teacher!

I have read and understand the guidelines in this handbook.

I have read the School/Parent/Student Compact for Achievement and agree to the expectations outlined therein.

I give permission for my child's photo to be taken and published.

I give permission for my child to be taken on school sponsored field trips.

- Signing this document on the lines below indicates that you have received a copy of the handbook. It does not necessarily mean that you agree with everything in it.
- All students are required to turn in this page signed by the student and their parent/guardian by their third day of school every year.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

## VIRTUAL COURSES

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

### Enrollment in Virtual Courses

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course.

Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary

and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

### Students with Disabilities

In general, students with disabilities may enroll in district-sponsored virtual courses or MOCAP virtual courses using the same approval process applicable to other students. However, in accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved. Any appeal of that decision must be made through the special education process rather than to the superintendent or designee or the Board.

If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act (Section 504) is enrolled in a virtual course, the student's Section 504 team will determine whether any additional accommodations are necessary for the student.

### Attendance and Completion

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where completion of the course in the allotted time would be impossible due to factors not controlled by the student.

Students enrolled in a district-sponsored or MOCAP course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course shall be counted as no less than 95 percent attendance for purposes of A+ eligibility.

## Elementary School Faculty

Dawn Garrett  
Julie Terry  
LaDonna Joyce  
Jaimie Shaver  
Dawn Davis  
Hannah Francis  
Sterling Moore  
Leesa Eldred  
Angela Vaughn  
Kristen Skelton  
Melissa McKarus  
Joey Graves  
Kimberly Otto  
Karen Longan  
Carol Tracy  
Joyce O'Connor  
Brenda Stalker  
Chris Long

Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Sixth Grade  
Title I  
Special Education  
Library, Music  
Art  
Physical Ed.  
Counselor/Asst. Principal  
Paraprofessional  
Paraprofessional  
Nurse  
Secretary  
K-12 Principal

## School Calendar 2021-2022

August 17-23	Teacher In-service
August 24	First Day of School
September 6	No School — Labor Day
Sept. 17th	No School
October 1	Early Release
October 20	End of 1st Quarter
October 29	No School –PD
November 4	Students Dismiss @ 12:30 pm Parent/Teacher conferences 1:00-8:00
November 5	No School
November 24-26	No School — Thanksgiving Break
December 22	End of 2nd Quarter & 1st Semester
Dec 23-Jan 3	No School — Christmas Break
January 3	Staff Work Day
January 4	School Resumes
January 10-15	Golden City Tournament
January 17	MLK Day—No School <u>Make up day #1</u>
February 11	Early Release –PD for Teachers
February 21	Pres. Day—No School Snow Make up day #2
March 11	End of 3rd Quarter
March 14-18	No School — Spring Break
April 15	No School — Good Friday
May 19	Last Day of School (Dismiss 12:30 pm)
May 20-23	Potential Make up Days

Potential Make-up days; January 17, February 21, May 20, 23

**Parent/Guardian Responsibilities:**

I as a parent/guardian will support my child's learning in the following ways:

- Believe that my child can learn
- Help my child attend school regularly, be on time, and come dressed appropriately
- Encourage good reading habits by reading with my child regularly and letting my child observe me reading
- Make sure that schoolwork and projects are completed by my child on time
- Encourage my child to do his/her best by providing a quiet place and time for homework/study
- Make sure my child gets the nutrition and rest they need in order to be ready for learning each day
- Be aware of my child's progress by attending conferences & requested meetings, monitoring & checking school-work, and communicating with school staff
- Reinforce to my child the importance of respect for self & others and support school policies & classroom procedures

**Student Responsibilities:**

I as the student will share the responsibility to improve my academic performance in order to meet the Missouri Learning Standards and will:

- Believe that I can learn
- Attend school every day possible, be on time, and come appropriately dressed
- Read outside of school regularly
- Make sure that schoolwork and projects are completed on time
- Do my best in class and ask for help when I don't understand something
- Give all notes and information to my parents/guardians daily
- Help keep my school a safe place by:
- Being respectful towards myself and others
- Being responsible for my own behavior
- Following school policies and classroom procedures

**The Parent/Teacher Advisory Committee developed this School-Parent-Student Compact for Achievement. Meetings are held each year to review the compact and make changes based on student needs. Parents are welcome to contribute comments at any time.**

**Contact Leesa Eldred,  
Title 1 Coordinator  
[leldred@goldencity.k12.mo.us](mailto:leldred@goldencity.k12.mo.us)**

## School-Parent-Student Compact for Achievement

Golden City School Board Approved October 25th, 2017

**Golden City Elementary and the parents of students participating in Title I activities, services, and programs agree that this compact outlines how the entire staff, the parents, and the students will share the responsibility for improved academic achievement. We recognize the importance of a quality education and that it takes everyone working together to assure each child's success.**

### School Responsibilities:

Golden City Elementary staff will:

- Believe that all children can learn
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows:
  - Retain highly qualified staff
  - Provide instruction, materials, and high quality professional development
  - Maintain a safe and positive school climate
  - Monitor student achievement through the use of data and modify instruction to address student needs
- Hold annual parent-teacher conferences to:
  - Discuss the child's progress/grades during first quarter
  - Discuss this compact as it relates to the child's achievement
- Provide parents with frequent reports on their child's progress as follows:
  - Progress reports sent home with each child every three weeks
  - Binder/planner sent home daily
  - Notes and/or phone calls as needed
  - Access to Lumen online grading system in grades 2-6
  - Quarterly grade cards/reports sent home by the school
  - Examine the child's achievement and any pending options at the end of third quarter
- Provide parents reasonable access to staff by:
  - Phone calls, emails, or Class Dojo during contract hours
  - Scheduled conferences before, during, or after school
- Provide parents opportunities to participate in their child's education within the school setting as follows:
  - Listening to children read in the classroom
  - Assisting with holiday programs, classroom parties, and educational trips
  - Attending Title I activity nights, volunteering on the Parent/Teacher Advisory Committee, and participating in PTO

The Teachers and bus drivers may add their own particular exceptions to the general guidelines given here. Parents will be notified of the change.

The staff and administration believe that the hours between 8:10 a.m. to 3:15 p.m. belong to the students. Every effort will be made to keep interruptions of instructional time to a minimum.

### Class Work Expectations

All students have the expectations of completing the work assigned.

There are general guidelines that all teachers will expect of their students.

1. The student will put his/her name on their papers. The teacher will notify the student of the consequence. It may include loss of points or grade for the paper.
2. Class assignments are expected to be turned in on time. (See Late Work)
3. On Fridays, students with 5 or more missing assignments will receive a gold form. Teachers will contact parents.
4. Students are expected to put forth their best effort on class work.

### Grading Scale

The following system is used by the elementary teachers:

A	95-100	A-	90-94	B+	87-89
B	83-86	B-	80-82	C+	77-79
C	73-76	C-	70-72	D+	67-69
D	63-66	D-	60-62	F	59 and below

**Discipline Rules**

Be Respectful  
Be Responsible  
Be a Prepared Learner

**Expectations:**

Students will come to class with necessary materials. This includes paper, pencils, books, assigned work and any other materials as stated by the teacher.

1. Follow directions.
2. Keep your hands, feet, mouth and other objects to yourself.
3. Inappropriate language will not be tolerated.
4. Respect will be shown to adults, peers, and yourself.
5. Students will follow class work expectations.

These expectations are developed to allow for a good, safe learning environment. An infraction of these rules not only disrupts one student's learning but that of an entire class. These expectations cover all areas of the school domain - classroom, halls, playground, cafeteria, bus, etc.

**Office Disciplinary Referral (ODR)**

It is the belief at Golden City Elementary that education is our major priority. In order to achieve this to the greatest extent possible, this policy will be implemented. This will ensure that all students have the maintenance of an atmosphere where orderly learning is possible and encouraged. All district personnel have the responsibility to enforce this policy. The goal of this policy is to have each student control his/her own behavior and integrate it into their daily routine. The expectations listed in this handbook provide the basis for determining acceptable behavior. The consequences of an office referral could include; absence from recess, detention, swats, in-school suspension, and/or out of school suspension.

## Golden City R-III Title I Parent Involvement Policy (Continued)

4. Each spring: community/parent, and student surveys will be handed out, collected, tabulated, and then reviewed to determine possible changes to the Title I program for the following year.

5. Elementary newsletters will be sent home each month informing parents of activities in the school. Included in the newsletter will be information for parent support to encourage learning at home. Throughout the school year, items will be added to the monthly newsletter to enhance parent and school communication.

6. The Title I parent library will be available for parent check-out during the school year. A current list of resources will be sent out at the beginning of the year.

7. The school will maintain an open door policy with parents by encouraging them to become involved in the daily school setting by reading to children, attending elementary assemblies and Title I activities, volunteering to serve on the Parent/Teacher Advisory Council and helping with class parties.

Handbook information will be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees.

The parent/teacher advisory council will identify barriers to parental participation, particularly for those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of a racial or ethnic minority background. The results of their findings will determine the effectiveness of the parent involvement policy by increasing the participation of the parents involved.

The Title I staff members working with the parents on the advisory council will work toward building a strong school and parent relationship.

Title I staff members will coordinate with Parent/Teacher Organization (PTO) and the Parents As Teachers (PAT) program to encourage and promote parental involvement and to assist the school in planning and implementing effective parent involvement.

The Title I department currently has the following procedures in place to encourage parent involvement:

1. The School/Parent/Student Compact for Achievement will be included in the student handbook to encourage parent participation at home and within the school setting. Pamphlets to encourage family involvement and promote literacy will be shared with parents in monthly elementary newsletter.
2. A tentative Title I schedule of activities will be handed out at the first Title I meeting for parent input. A final copy will be sent home to parents with dates and times. This information will also be included on the school calendar and the monthly newsletter. Before each activity, a reminder note will be sent home. Title I teachers will host the activity nights and a meal or refreshments will be provided for parents and their children. A parent or adult must be present in order for student participation. Sign-in sheets will be used to track parent involvement throughout the year.
3. Parent/teacher conference times will be offered at the first Title I activity evening along with the regular parent/teacher conferences scheduled in the fall. Parents will be encouraged to schedule additional conferences throughout the school year as needed.

## **Discipline - Minor Incident Reports (MIR)**

Teachers will be responsible for documenting infractions in the classroom day to day and contacting parents if negative behaviors continue. If teacher redirection and consequences do not stop the undesired behavior, students will be sent to the office.

Referrals to the office will be handled by administration on a case by case basis. As a general rule, three referrals in one quarter may result in an in-school suspension.

Further consequences will occur as the number of incident reports go up per quarter.

The consequences could include the following: absence from recess, detention, swats, in-school suspension, or out of school suspension. Detention will be from 3:15 to 4:15pm or 3:15 to 5:15pm on the date assigned.

Further infractions could result in a conference being scheduled with school personnel, parents and the student to develop a discipline plan. School personnel have the responsibility to go over the expected behaviors and consequences with the students. Parents have the responsibility to discuss with their child the guidelines set forth, so this is reinforced to the child. All persons have the responsibility to carry out the guidelines so children will learn and follow the expectations.

The administration reserves the right to forego this policy if a child's behavior is endangering himself or others or if the behavior requires immediate action. Parents will be notified of the action taken. The middle school and high school handbooks will be used as supplemental resources if needed. This discipline policy applies to all students except those designated by the Board policy as being special needs. (Policy JGE)

## **Cell Phones/Nuisance Objects/Toys**

Cell phones and other nuisance objects such as music devices, fidgets, laser pointers, toys, and similar devices are not to be seen or heard during the school day. Students found in possession of these types of items will have them confiscated for parents to collect. Electronic games and toys are not allowed in school and will be confiscated for parents to collect from the office. If a student chooses to bring such items to school the Golden City R3 School District will not be responsible for lost, stolen, or damaged items.

**Level 1**—Disciplinary Referral

**Level 2**—Detention Assigned

**Level 3**—ISS assigned/Parent conference

**Level 4**—OSS assigned/Parent conference

## Homework

Homework is assigned work that the student did not complete in the regular class time. As the student gets older, homework will gradually increase. Homework is an important part of the student's learning because it provides the opportunity for the student to produce the work himself. Work requiring too much assistance indicates the child does not understand and needs more instruction. A note alerting the teacher to this fact will be helpful. Homework should not take more than 45 minutes to one hour if the student stays on task. If it is taking longer than this, please notify the teacher. Some students do take longer than others to complete work but excessive amounts need to be investigated. Teachers keep track of the amount of class time given to students to work on assigned work which is helpful for parents to know. You can help at home by providing the following at home:

1. A well-lit, quiet place to work.
2. Collecting work when a child is sick or absent.
3. Keep in touch with your child as he/she completes their work and then go over it together. This helps impress on your child that you feel their work and education is important to you.
4. Be aware that work neglected by the student during the day will be sent home for completion. If your child is bringing home an unusual amount of work, contact the teacher to find out if there is a problem.

## Late Work

It is our belief that in order to best learn the material that is being taught and assigned in class that students must complete their work in a timely manner. If an assignment is not turned in by the due date then it is considered late.

- If an assignment is **One** day late there is a **25%** reduction in the grade of the assignment.
- **Two** days late, there is a **50%** reduction.
- **Three** days or later, a grade of **ZERO** is received.

## Progress Reports

Elementary students will receive grade reports every three weeks and at the end of each quarter throughout the year. This means a parent/legal guardian will receive a report approximately every three weeks during the school year. Receiving grades this often will allow a student time to improve a poor grade before the end of the quarter. Grade cards are issued one week after the close of the quarter.

## Golden City R-III Title I Parent Involvement Policy

The Golden City R-III School District agrees to have programs, activities, and procedures for the involvement of parents within the Title I program consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs will be planned and operated with meaningful consultation with parents of participating children.

The school district will be governed by the following statutory definition of parental involvement, and expects its Title I department will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

- that parents play an integral role in assisting their child's learning;*
- that parents are encouraged to be actively involved in their child's education at school;*
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.*
- the carrying out of other activities, such as those described in section 1118 of the ESEA.*

The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center (PIRC) in the State by including information in the student handbook.

The parent/teacher advisory council will consist of volunteering parents, teachers, and school administration. At the beginning of the year Title I Parent/Teacher Advisory meeting parents will have the opportunity to serve on the council with teachers and school administration. The council will be involved jointly in the development of the Title I program for the new school year and will meet to address any concerns as needed. Additionally, the Parent Teacher Advisory council will meet at the end of the year to review and evaluate the Title I program.



## School Supplies

### **Please put your child's name on items sent to school**

#### **Kindergarten — Sixth Grade**

1 back pack or book bag, without wheels

1 Pair of tennis shoes for PE to be kept at school - non marking soles (**please send Velcro or non-tie tennis shoes for kindergarten**)

No perfume/cologne or make-up please!

All of the school supplies needed by the students will be picked up by the school. Parents are asked to pay a small fee for these supplies.

For students in grades K - 6 the fee is \$0 for the 2021-2022 school year only.

Kindergarten snack fee is \$0 for the year for the 2021-2022 school year only.

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\*\*Students who have not paid their school supply money will be ineligible for additional activities, such as; ACES, class parties, field trips, etc. School supplies can be paid with a voucher supplied by a local church.

#### **Care of School Property**

Students are expected to take reasonable care of school property. Students shall pay for books, supplies, equipment or other property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the Principal, or designated person, in accordance with the price of the lost/damaged items. Any student who carelessly damages or intentionally defaces school property will be required to pay for the damages and may be subject to disciplinary measures. School lockers and desks are the property of the Board of Education and are provided for the convenience of students. They are subject to periodic inspection without notice.

#### **Arrival Time**

School begins at 8:10 a.m. It is very important for students to arrive no later than that time in order to prepare for their day. Being on time is crucial for the development of responsible citizens. It can be frustrating for students to miss the opening class routine; as they can miss information that will make their day go smoother. Students are asked not to arrive prior to 7:45 am as there is no supervision prior to this time. Parent/Guardian help in this is greatly appreciated.

#### **Attendance**

Attendance is required by law and expected of our students. If your child is sick or otherwise unable to attend school, please call the office. Calls will be made to verify absences. Teachers will prepare work for your child when absences occur so your child will not fall too far behind. Regular attendance does make a difference in a child's performance in school as well developing a responsible student. Your help in assuring regular attendance will be most helpful. Even a day or two now and then makes a difference in your child's attitude toward school and work. Excessive absences will be monitored. If problems are persistent, the Division of Family Services and/or Juvenile Authorities may be contacted. In order to attend any evening activities at school, a child must be at school no later than noon on the day of the event.

To receive an Excellent Attendance award a student must miss less than 3 days of school all year. To receive a Perfect Attendance award a student should have no absences and no tardies all year.

### Tardies

The situation may develop that a student needs to be late for school. Students arriving after the 8:10 a.m. bell need to check in at the office before continuing to class. Students arriving after 8:25 will be counted absent for the time missed. For some, however, tardiness is a problem.

Tardies are counted per quarter.

Three tardies– serve one detention

Four tardies– serve one In-School Suspension

Five and above– In– school suspension.

If the problem persists, the Division of Family Services and/or Juvenile Authorities may be contacted.

### Dismissal Procedures

The first dismissal bell rings at 3:07 p.m. Students in grades K through 3 riding the bus will be dismissed to the front lobby doors and students being picked up will go to the back doors. The second bell rings at 3:09. Students in grades 4-6 riding the bus will be dismissed to the same places. Buses will unload in the mornings at the back of the building and load in the afternoon in the front of the building. Parents picking students up will need to drive to the back elementary doors. Parents are asked to form a line with their cars along the sidewalk and a teacher will send their child to the car when the car reaches the front of the line. Parents need to stay in their cars so the line can progress smoothly. After buses have cleared in the front of the building and students have been picked up at the back of the building, walkers and any students riding bikes will be dismissed out the front doors.

**If your child is to do something different from their regular after-school routine, please Call the Office advising us of these changes. If we have not received a phone call, we will send your child to their regular destination. Please make after school arrangements before school. If there is a change please let us know by 2:30 pm. That will give time to let everyone know of the change before dismissal.**

Children get confused or suddenly make other plans on their own during the day. This causes unnecessary last minute phone calls and missed buses. An orderly, safe dismissal puts a positive end to a day and we at school appreciate your help in making that possible.

The Title I program encourages parent involvement at all levels of a student's educational career. One source of valuable information is from the Parent Information Resource Center (PIRC). Their web address is [www.missouri-pirc.org](http://www.missouri-pirc.org).

### Library

All students will receive library skills and have the opportunity to check out books from the school library. Computer skills will also be included as part of the instruction in this program.

### Physical Education

All students will participate in the physical education program. Students should come dressed appropriately on the days they are scheduled for this class. Each child in grades K-6 will need to bring a pair of clean tennis shoes to leave at school to wear to P.E. class. **Kindergarteners need Velcro or non-tie P.E. shoes.** All students receive a grade based on their participation. Students will participate in physical fitness testing each year. A note is required if your child is unable to participate in P.E. The note needs to include the reason and amount of time. Any note excluding a child from P.E. automatically excludes them from recess as well. During recess, the child will go out with the class but sit at the table on the playground area. A doctor's note may be required if the time to be excused is an extended period of time.

### Music

All students will have vocal music instruction. Beginning in sixth grade, students have the opportunity to participate in an instrumental music program. Grades in these programs are based on participation and effort.

### Art

All students will have art instruction. Grades will be based on participation and effort put forth in projects. Art work is regularly displayed in hallways.

### Parents As Teacher (PAT) Program

This program is for children ages birth to preschool age and their families. Parent educators make home visits as well as hosting group meetings. A free developmental screening is offered each year. All families in the district with a child in this age range are eligible to participate. Please contact Mrs. Amanda Murdock, [amurdock@goldencity.k12.mo.us](mailto:amurdock@goldencity.k12.mo.us) or call the school for information.

## **Speech**

A speech therapist works with students who have been identified as needing this service through a testing procedure. This service includes articulation, voice and fluency as well as language instruction.

## **Special Education**

This program offers students that are identified an Individual Education Plan to meet their needs. Several categories of disabilities are served on site. These programs offer students the help in order to achieve to the greatest extent possible in an educational setting in their home district. Golden City School District is also a part of the Barton-Dade-Jasper Educational Cooperative that offers other special education programs and services that we can access.

## **Title I Communication Arts and Math**

Golden City Elementary School participates in the federally funded Title I program. We are a K-6 program indicating that all K-6 students have access to the material and instruction available. A requirement of this program as well as the No Child Left Behind Act of 2001 (Public Law 107-110) is to notify parents upon request of the following information:

1. Whether a teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether a teacher is teaching under emergency or other provisional status though which state qualifications or licensing criteria have been waived.
3. Whether your child is provided services by a paraprofessional and, if so, their qualifications.
4. What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.
5. Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.
6. Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **Early Dismissal/Notice of School Not in Session**

When conditions exist that prevent school from being in session or being dismissed early if already in session, radio and television stations will be notified to broadcast that information. If the decision is made prior to the beginning of school, stations will be called by 6:30 a.m. If the decision is made after the beginning of school, announcements will be made a minimum of 45 minutes prior to dismissal. If you think there is a possibility of school being dismissed early due to conditions, please call. Stations contacted include all Joplin stations, all Springfield stations and Pittsburgh radio and television stations.

## **Pick Up Policy**

For your child's safety, we ask everyone entering the building to check in at the nearest office. If you need to pick your child up prior to the end of school, office personnel will call on the intercom or go to the room to let your child and the teacher know. Parents are asked to wait in the office to minimize classroom interruption. If someone beside the parent is to pick up the child, parents are asked to notify the office alerting us to this situation. It is one way we can keep track of the many children for which we are responsible.

## **Visitor Requests**

To the greatest extent possible, the classroom should be free of interruption. Therefore, it is very important for visitors to check into the office upon entering the building to seek assistance. Parents are welcome to visit their child's classroom. We request arrangements be made prior to the visit and visits should be limited to approximately 30 minutes. Please stop by the office after your class visit. It is hoped that all visitors come with good intentions.

## **Lunch Visits**

Parents will be able to eat lunch with their child only in designated locations and on designated days. Please let the office know when you will be attending so that you can be included in the lunch count.

**Telephone Use**

Students and teachers will not be called to the telephone except in cases of emergencies. Messages will be delivered promptly by office personnel. Please make after school arrangements before your child leaves for school in the morning.

**Reading Improvement Plans**

A Reading Improvement Plan will be implemented during the fourth grade year for any student determined to be reading more than one grade level below. The plan must include 30 hours of additional reading instruction outside of the regular school day. This will be provided during the after school program. According to federal law, mandatory retention in grade 4 will apply to students reading below third grade level at the end of fourth grade. Parents who have a student that this could affect will be notified and every effort will be made to provide support at home and school to assist the child. There are specific provisions in the law for students needing to be exempted. If you have any questions, please contact the office.

**Transfer Students from Non-Accredited Schools**

Students requesting admittance to the Golden City R-III school district will be placed at the appropriate grade level through an evaluation process including but not limited to the student's age, previous educational experience, staff screenings and achievement tests administered by the district. The results will not be used to place a student in a grade higher than their age appropriate one. A student scoring four or more months lower than his age placement will be considered for placement in the next lower grade.

**Lumen Student Management System**

Golden City Schools uses Lumen system to record a wide variety of student information. Parents can access attendance, tardies, lunch information, grades, and discipline reports for their child. Parents will need to contact Cathy Daniel in the high school office (537-8311) to get password information as this is a secure site for each child. Parents can also email teachers with questions or concerns using this system. Student grades are updated each Monday by 10:00 a. m. Attendance, tardies and lunch information is updated daily and discipline reports are recorded as they occur.

The district, pursuant to the requirements of the 1989 amendment of the Drug Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12. Such programs shall (a) address the legal, social and health consequences of drug and alcohol use and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall be provided with a copy of this policy. The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such programs to ensure that the disciplinary sanctions are consistently enforced.

**Weapons In School**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings or on or about school grounds and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent or adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

## Student Alcohol/Drug Abuse

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Golden City R-III School District. Therefore, the use, sale, transfer possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any school approved vehicle used to transport students to and from school or school activity; or off school property at any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where the student is under the jurisdiction of the school district, is prohibited. Student use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.015, RSMo. All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or prospective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the school.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons, reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy JFG.

Any student, who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of the policy shall be subject to disciplinary action up to and including suspension, expulsion or other disciplinary action as provided in the district's discipline policy and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agencies.

## Dress Code

Student General Appearance must be clean, modest, and appropriate for the school setting, avoiding extremes. Specific Guidelines in some areas are listed below, however **any clothing or personal appearance that is disruptive to the educational process or is deemed to be inappropriate for the school setting will not be allowed.** The final decision on clothing lies with administration

1. Shorts, skirts, and dresses should not be shorter than five inches above the knee all the way around.
2. All clothing should be modest
  - No spaghetti straps or cut-off t-shirts.
  - No undergarments should be visible.
  - All clothing should be free from holes that expose areas that the dress code requires to be covered.
  - No skin should be visible from tops to bottoms.
  - Tops that expose cleavage are not to be worn.
3. Practice attire should be appropriate for the school setting. Coaches may have additional requirements for practice and games.
4. Garments that promote cigarettes, alcohol, profanity, double meanings, or other actions that are deemed inappropriate in the educational facility will not be allowed.
5. Footwear must be worn at all times.
6. Hair should be neat and clean at all times. Students who participate in athletics or other school activities are subject to their coach or sponsor's requirements for grooming.
7. Body piercings should not present a safety risk or create a disturbance to the educational process.
8. The following cannot be worn inside the building; bandanas, hoods, hats, headphones, or sunglasses.

The first violation of the dress code will result in the student being warned and changing to meet dress code. The second offense will result in changing and a parent conference. The third violation will result in a change and an after school detention.

### Breakfast and Lunch Program

Breakfast and lunch will be served each day in the cafeteria. Parents will be notified of the cost at the beginning of each school year. Extra meat, dessert and milk are available at an additional cost. Each student will have a scan card/number that identifies their individual account. Money sent will be credited to their account. Money for meals needs to be sent in an envelope with the child's name on it and the amount enclosed. Please send each child's money individually. Letters will be sent when a student's account is getting low. It is the policy of the Golden City School District that meals must be paid for in advance and no meals may be charged. If a student runs out of money in their meal account, a sandwich and milk will be provided. Students that participate in the free/reduced lunch program need to have money in their account if they want to buy extra milk, meat or dessert. If there is no money in the account, extras cannot be purchased. If your child cannot have milk due to a medical condition, please send a doctor's note so we can put it in the file. Also time restraints prohibit sending microwaveable items in students' lunches. We appreciate your understanding and help in solving these problems. Children are not allowed to have energy drinks at school.

### Bus Rules for Elementary Students

**Misconduct - Any behaviors or actions while riding on a district-owned or contracted vehicle which endanger self or others, directly or indirectly.**

Bus Misconduct—Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at the school. Problems on the bus will be treated the same as school building misconduct. In addition, it should be known that bus riding is a privilege which may be denied due to misbehavior.

There will be NO food or drink allowed on the buses. (Exception: At the Drivers discretion, only during the morning pickup, early riders may have a few minutes to finish a breakfast snack they are in the process of eating, however no un-opened snacks may be opened on the bus.)

K-6 students are not to bring any cell phones, electronic devices, or toys to school, therefore, these items should not be on the bus at any time.

### Public Notice (continued)

The Golden City R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's office during regular school hours.

This notice will be provided in native languages as appropriate.

**Rev. August 15, 2013**

### School Violence Hotline

1-866-748-7047

### Behavior Endangering Self and/or Others

All altercations that fall under fighting or physical assault are now mandated by the State of Missouri and will be reported to the Barton County Sheriff's Department and are considered a Class D felony.

### Assault while on school property, penalty.

565.075.1. A person commits the crime of assault while on school property if the person:

- (1) Knowingly causes physical injury to another person; or
- (2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
- (3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act described under subdivision (1), (2) or (3) of this subsection occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity.

2. Assault while on school property is a class D felony.

(L 1996 H.B. 1301 & 1298 § 8)

## Public Notice

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

The Golden City R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Golden City R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

## Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources for referral and applicants for employment, and all professional organizations that have entered into agreements with Golden City R-III School District are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Golden City R-III school district's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title XI of the Education Amendments of 1972 (Title XI), the Age Discrimination Act of 1975, Section 504 Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to the Compliance Coordinator below, who has been designated by our school district to coordinate our school district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Act, the ADEA, Section 504, and the ADA.

Golden City R-III School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114.

Compliance Coordinator for the laws listed in this notice:

Superintendent

Golden City R-III School District

1208 Walnut Street

Golden City, MO 64748

417-537-4900

### Notice of Grievance Procedures

Golden City R-III School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person needing information or forms regarding Golden City R-III School district's grievance procedures may request them from the district's compliance coordinator listed below.

Compliance Coordinator for the Golden City R-III School District:

Superintendent

Golden City R-III School District

1208 Walnut Street

Golden City, MO 64748

417-537-4900

### Prohibition Against Illegal Discrimination and Harassment

The Golden City R-III School Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law.

Reference Board policy AC.

There are designated grievance officers in the district.

Forms to follow grievance procedure are available in the superintendent's office.

### Classroom Birthdays/Personal Invitations

If a child would like to bring treats for his/her birthday the food must be **pre-wrapped and store bought, and have enough for each child in the class. The treats will be left at the office and the teacher will obtain them for a class celebration at a convenient time.**

Invitations to a child's PRIVATE party will not be handed out at school unless all children in the class are invited. Parents are asked to make other arrangements for distribution of these kinds of invitations.

### Nit-Free Head Lice Policy

All students will be routinely checked for head lice. In the event head lice/eggs are discovered, the parents will be contacted to pick the child up at school. Siblings will also be checked. Treatment of head lice is with a special shampoo/rinse. It is necessary that clothing, bedding and other items that may have been infected be washed and dried in a hot dryer. Special sprays are available for non-washable items and furniture. Students sent home will be checked before returning to class. If eggs are still present, the child will be sent home for further treatment. Treatment should be done in a timely manner. Students should not be absent from school for an extended period because of head lice. If a head lice problem is persistent, students may be referred to the Barton County Health Department to be cleared before returning to school.

### Emergency Information

It is very important for parents to complete and return as quickly as possible the emergency information cards sent home at the beginning of school. If your child becomes sick or injured, this card will help us locate a parent or designated person. If any information on this card changes during the year, please contact the office immediately.

### Fire and Tornado Information

Each room has a map posted by the door showing the procedures for evacuation in the event of a fire or tornado. Teachers will go over the procedures for their room. Drills will be conducted throughout the year so classes will be able to practice the procedures.

### Additional Educational Services

Beyond the scope of the regular classroom activities, Golden City R-III schools offer several programs to support a student.



**Class Parties - Field Trips**

Holiday parties will be held on the day of the holiday or the Friday preceding if the holiday falls on a weekend. As each party approaches, notes will be sent home with specific information. Teachers may be assisted by Room Mothers for the Halloween, Christmas, Valentine's parties, and Easter Day parties. At this time due to public health we are not allowing parents into the building for parties, this could change in the future and parents will be notified. **ANY FOOD THAT IS SERVED AT A PARTY MUST BE PRE-WRAPPED AND STORE BOUGHT.**

**Elementary Party and Field Trip Privileges**

The elementary parties and field trips are considered privileges for students and are an incentive that are to be earned, not just given to students. The administration reserves the right to revoke privileges based on individual circumstances.

Five cumulative office referrals per quarter will result in a conference with the student and principal with possible consequences of the revocation of a holiday party. This tally will reset quarterly. For office referral questions refer to page 7, Discipline - Minor Incident Reports (MIR).

**Parties**

Halloween Party  
Christmas Party  
Valentine's Day Party  
Easter Party

**Field Trips**

Field trips are tied to the cumulative behavior of the student. Administration will have the final say as to whether or not a student is allowed to leave to attend a class field trip. The administration reserves the right to revoke privileges based on individual circumstances.

## **Notification of Rights under FERPA For Elementary and Secondary Schools**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorities disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

- A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School 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 20202-5920

### Technology Usage Agreement

All students are expected to follow the rules listed below:

1. All students will have access to the internet/computers through classrooms and the computer labs.
2. Students must be supervised by school personnel.
3. USB/Flash Drives from home must be scanned for viruses before using at school.
4. Only school-authorized computer programs should be used during class.
5. School personnel has the right to view any material stored in student data files and may edit, remove or report any material considered objectionable.
6. Students will only have access to e-mail under their teacher's direct supervision using a classroom account.
7. The use of "chat lines", "chat rooms" or "instant messaging" will not be allowed unless required for a class and supervised by the teacher.
8. Impersonation and pseudonyms are not permitted.
9. Student projects on the web must be approved by the teacher.
10. Students may not install or download programs or other configurations onto computer hard drives without direct authorization and supervision.
11. Students shall not damage computers, computer systems, computer networks or data.
12. Students will not attempt to gain unauthorized access to the district system or any other computer system through the district's system or go beyond their authorized access.
13. Students will not tamper with other people's data or gain unauthorized access to data on the internet/computers.

### Consequences:

First Offense: Student will have a conference with the teacher, librarian and principal. Parents will be notified. A temporary suspension of internet/computer privileges will be determined.

Second Offense: Permanent suspension of internet/computer privileges for the remainder of the academic year.

Parents not wanting their child to use the computers and/or Internet at school must contact the office.

### **Retention Policy**

It is the intent of the Golden City Elementary School to educate each child to the greatest extent possible. This may be achieved with regular classroom activities or assisted through special class instruction. When determining why a child is not achieving, there are several factors to consider. Tutoring or extra assistance may be one consideration. Another may be to place the child on referral for possible testing and placement in a special education program. Another consideration is retention. This choice is the one we consider last because of the potential social and emotional effects on the student. It can, however, be the best choice for students experiencing a lot of difficulty but showing the ability to do the class work. Five criteria will help determine retention. They are:

1. Classroom work is below average; determined through grades based on student work
2. Student's level of work below grade level
3. Poor attendance; 15 % is considered excessive absences
4. Poor social skills; inability to get along with peers
5. Achievement test scores will be considered

One of these alone will not mean a student is a candidate for retention. A combination of two or more of these is needed. The teacher will notify parents of a problem at least by semester. The other alternatives must be considered. If retention is the decision it should be a joint one between parents, teacher, and the principal so the student can receive support from these people.

It is the feeling of the administration and board that retention should occur between grades K-4 and only considered at other levels in extreme cases. A child will not be retained more than one time between grades K-6.

### **Pet Policy**

Most pets are gentle and would not harm a child. However, the excitement of a large group of children might cause the animal to harm a child in self-defense. This kind of injury can be prevented if pets are simply KEPT AT HOME. Problems have developed from situations when parents have brought pets to school so we ask that no animals be brought.

### **Student Complaints and Grievances**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/ or parents/ guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/ or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/ or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

## **Hazing and Bullying**

### **General**

In order to promote a safe learning environment for all students, the Golden City R-III School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

## **Immunization Requirements**

Golden City R-III Schools follows the immunizations requirements of the Missouri Department of Health. A student entering school must have the proper immunizations or forms filed in order to attend. Copies of the requirements are available in the office or from the nurse.

### **Medications at School**

Students requiring medication to be taken at school must give it to the nurse to dispense. This includes both prescribed and over the counter medications. The medicine must be kept in the original bottle and clearly marked with the student's name and dosage. Medications are kept in a locked cabinet. Ibuprofen or Acetaminophen can be dispensed to students at school if parents have signed the permission section on the Emergency Information Card.

### **Student Illness At School**

If a student becomes sick at school, parents will be notified immediately so the child can be picked up and taken home. If a child goes to the nurse's office not feeling well, his/her temperature will be taken. If there is fever of 100 degrees or more, parents will be called to come pick up their child. If the fever is less than 100 degrees but the child is in discomfort and this is concurred by not only the nurse but by the teacher, parents will be contacted. If the fever is less than 100 degrees and the child is not feeling bad, he/she may go back to class and the teacher will observe the child for further symptoms. Any temperature 100 degrees F or above is considered a fever. To prevent the spread of illness to our students and staff, your sick child should be fever-free without medication for the last 24 hours before sending back to school.

### **Communicable Diseases/Chronic Infectious Illness**

Golden City Schools uses the policies set forth by the State Department of Health. Attempts are made to keep parents aware of illnesses and necessary precautions. Phone calls to the office when your child is sick help the school as well as other parents. There are certain guidelines regarding attendance on some childhood illnesses. If you have any questions, please contact the school.

Golden City School district has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information on surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Golden City School will directly notify parents of these policies at least annually at the start of each school year and after and substantive changes. Golden City School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Golden City School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of activities or surveys at this time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

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

The District shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. The notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

### **Definitions**

**Hazing**-For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of ANY food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

**Hazing** may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

**Bullying**-For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber-threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**Reporting** - In the case that there is a bullying or hazing incident, the student should immediately report the offense to the adult present. Then the student should report to the principal where they will fill out the bullying reporting form. Within two (2) days of the report the principal will begin an investigation into the claims. The investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation.

1. Political affiliations or beliefs of the student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than reported as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of -*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except hearing, vision, or scoliosis screenings, or physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use-*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

The above text is taken from Board Policy AC. The entire policy is available in the district's administrative offices.

Addendum sent out November 5, 2008

### **Notification of Rights Under the Protection of the Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*\*Consent* before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey funded in whole or in part by a program of the U.S. department of Education (ED)-

### **Family Educational Rights Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Golden City R-III School District, with certain exceptions, obtain written consent prior to disclosure of personally identifiable information from your child's education records. However, Golden City R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Golden City R-III School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings— unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Golden City R-III School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 25, 2013.

Golden City R-III School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

#### Footnotes:

These laws are: Section 9528 of the ESEA(20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P. L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with the law and district policy, regarding whether the policy has been violated.

#### Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out discipline measures.



2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered an acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administration or supervisors, after consultation with the compliance officer, will take immediate action if necessary to present further potential discrimination or harassment during the pending investigation.

### Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent.

## NCLB Complaint Procedures

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

### Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

### Definition of a Complaint

There are both formal and informal complaint procedures. A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

### Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

## Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

## Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning

employees are required to report to the compliance officer any observation, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person shall be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations. Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue but are not expected or required to do so.

### Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

### Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether an alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationship between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate action.

### Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.

## Addition to Prohibition Against Illegal Discrimination and Harassment Section of the Handbook:

### Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent

1208 Walnut Street, Golden City, MO 64748

Phone: 417-537-4900 FAX: 417-537-8717

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Golden City R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervision as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

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 acting compliance officer:

High School Principal

1208 Walnut Street, Golden City, MO 64748

Phone: 417-537-8311 FAX 417-537-8717

### Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district

program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint.

Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

## Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call (s). Verification will include direct contact with the complainant.

## Appeals

### Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-

day limit.

3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules.

The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

## Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

## Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.

2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.

3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.

4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S.

Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

## Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received

initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.

3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

## Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency web page at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.

2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.

3. DESE will also keep records of any complaints filed through this policy.