

GREENVILLE/WILLIAMSVILLE ELEMENTARY SCHOOLS



**PARENT/STUDENT HANDBOOK
2023-2024**

**“TODAY WE FOLLOW.....
TOMORROW WE LEAD!!!”**

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PREFACE

This handbook has been prepared to give parents and students information about the educational program and procedures and expectations of the Greenville and Williamsville Elementary Schools. This booklet covers several topics of interest, but is not intended to be exhaustive in nature. It has been compiled in light of current legislation, litigation, district policy and practice.

It is important that the channels of communication between home and school remain open. If you have any concern or questions about the school program, please feel free to call on the teachers or the principal.

Please keep this handbook in a convenient place for future reference.

Elementary Principal

GREENVILLE R-II SCHOOL DISTRICT
2023-24 CALENDAR

14 New Teacher Orientation	AUGUST 2023						
15, 16, 17 Staff Work Day	S	M	T	W	T	F	S
17 Open House			1	2	3	4	5
21 School Starts	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
9 Days	27	28	29	30	31		

	JANUARY 2024						
	S	M	T	W	T	F	S
			2		3	4	5
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
21 Days	28	29	30	31			

4 No School Labor Day	SEPTEMBER 2023						
15 1 st Quarter Progress	S	M	T	W	T	F	S
18 No School Staff Work Day						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
19 Days	24	25	26	27	28	29	30

	FEBRUARY 2024						
	S	M	T	W	T	F	S
					1	2	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
19 Days	25	26	27	28	29		

13 1 st Quarter Ends	OCTOBER 2023						
19 Parent/Teacher Conference 3:30-7:00	S	M	T	W	T	F	S
20 No School Staff Work Day	1	2	3	4	5	6	7
31 Early Dismissal 1:00 pm	8	9	10	11	12	13	14
21 Days	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

	MARCH 2024						
	S	M	T	W	T	F	S
					1	2	
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
20 Days	24	25	26	27	28	29	30
	31						

9 2 nd Quarter Progress	NOVEMBER 2023						
10 No School Staff Work Day	S	M	T	W	T	F	S
13 No School Deer Season			1	2	3	4	
22-24 No School Thanksgiving	5	6	7	8	9	10	11
17 Days	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

	April 2024						
	S	M	T	W	T	F	S
			2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
16 Days	28	29	30				

15 2 nd Quarter Ends	DECEMBER 2023						
18-29 No School Christmas Break	S	M	T	W	T	F	S
					1	2	
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
11 Days	24	25	26	27	28	29	30
	31						

	MAY 2024						
	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
5 Days	26	27	28	29	30	31	

Red indicates No School
 Blue indicates Staff Work Days
 Yellow indicates possible Make-Up Days

SCHOOL PHILOSOPHY

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

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

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

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

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

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

It is, therefore, the responsibility of the Greenville R-II District to provide an educational environment for children of the district which will foster and accelerate their intellectual, physical, social and career development.

MISSION STATEMENT

We believe that all children can learn and that we, as educators, must be responsible for providing the opportunity for each child to reach his or her potential. Our school must be concerned about the needs of the total child, affective as well as cognitive.

The school must focus upon academic priorities, providing a curriculum which meets the needs of society as well as the individual. We must provide the best possible instruction in a safe, orderly school climate. Standards and expectations should be high, student progress must be actively monitored, and instruction must be continually adjusted as indicated by feedback.

There is a need to establish school-home partnerships in the educational process. Parent and community involvement should be actively sought.

**TWENTY-FIVE WAYS
TO HELP YOUR CHILDREN IN SCHOOL**

1. Keep your children healthy.
2. Talk with your children.
3. Listen to your children.
4. Praise your children.
5. Be patient with your children.
6. Avoid comparing your children.
7. Set the stage for good homework habits.
8. Schedule home study on a regular basis.
9. Set a bedtime and stick to it.
10. See that your children's school attendance is excellent.
11. Know exactly how your children are doing in school.
12. Make family mealtimes meaningful.
13. Make television your servant, not your master.
14. Take your children places.
15. Read with your children.
16. Help your children read.
17. Have your children read to you.
18. Listen as your children tell about what they have read.
19. Provide a wide variety of reading materials in your home.
20. Give your children books as birthday or holiday gifts.
21. Tempt your children with paperbacks.
22. Intrigue your children with their own magazine subscriptions.
23. Get your children interested in daily newspapers.
24. Join and use the public library.
25. Encourage a wide variety of reading experiences: labels, medicine labels, and record album jackets.

Edward L. Stranix

ATTENDANCE

Missouri school laws require regular school attendance of every child between the ages of 7 and 16. Regular attendance and academic success are closely related. The idea that lost class time can be made up by special assignment is false. A special assignment can only help a student regain part of what was lost.

Naturally, children who are ill cannot be in school. In cases of illness, every effort should be made by parents and teachers to help students make up what was missed. If a student must be out of school for an extended period of time for serious illness or injury, homebound instruction can be arranged through the school.

Students who are tardy should report to the office when they arrive so that attendance reports and lunch reports can be corrected.

Regular attendance is the most important factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and class work. The school suggests when a student is going to be absent because of illness that parents contact the office at 224-5000 option 2 for Greenville or option 5 for Williamsville.

No student should have more than ten (10) unexcused absences per school year. Students who have more than ten unexcused absences per year may be retained or required to attend summer school. Excused absences will be documentation from the school nurse (i.e. being sent home), doctor note, dentist note, funeral.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Parents and guardians have the right to inspect and review their child's records under the provisions of the Family Education Rights and Privacy Act. The school shall give full rights stipulated under the Act to either parent, unless evidence is provided to the school that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

Student work and projects may be displayed.

AWARDS

ACADEMIC

An awards ceremony is held each year on or near the last day of school. Certificates are presented for academic achievement in the following areas: Art, Language, Math, Music, Penmanship, Physical Education, Reading, Science, Social Studies, Spelling Reading Circle, and Perfect Attendance. Scholastic ribbons are presented to all students who were on the honor roll the whole year. Citizenship ribbons are awarded to students who meet the criteria. An academic awards banquet will be held honoring fourth, fifth and sixth grade students who were named to the honor roll for the 1st, 2nd and 3rd quarters.

SPORTS

The athletic department, during a spring recognition banquet, presents awards and trophies to the basketball and cheerleading teams. Parents, grandparents, etc., are welcome to attend awards ceremonies.

ATTENDANCE

An attendance award will be given to all students who have been in school all day every day during the school year. Attendance is maintained by the hour and records are kept accordingly.

Regular and punctual attendance is required by state law. School board policy provides for retention of students who have excessive absences.

School officials are required to report students with excessive absences to the proper authorities. Students with excessive absences may be required to attend summer school.

BICYCLES

Those students riding bicycles to school should park them immediately in the designated areas, and leave them there until dismissal time.

After school, bicycles should be WALKED down the sidewalk (and across Walnut Street, for those going that way). No bicycles are allowed on the school street while buses are there.

BREAKFAST AND LUNCH PROGRAM

Nutritious breakfast and lunch are served daily at school. Applications for free or reduced lunches will be sent home at the beginning of each school year. Applications may be submitted then or at any other time of the year if income status changes.

Lunch prices-Students on free or reduced lunches may eat a free or reduced lunch; a second serving, when available, will be at the regular price of \$2.10. Reduced lunch price is \$.40.

Breakfast prices – Students have the choice of eating breakfast at school. The first breakfast is FREE to all students. Purchasing a second breakfast is \$.85 regardless of income status. Serving time is 7:40 each morning.

Prices for milk (kindergarten snack and extra milk) will be sent home after the district receives the bid.

Students may bring their lunches if they wish. Students are requested to **NOT** bring sodas to school to drink.

Students are not allowed to charge more than \$20.00 for meals. If this amount is reached students should bring money daily for meals or a sack lunch should be provided by the parent.

CUSTODY RIGHTS

When parents separate or divorce, it sometimes results in conflicts concerning the custody of children. At such times one parent may ask a child not be sent home with the other parent. These requests can be honored only if they are supported by legal documentation granting custody to a parent or guardian. A copy of the document should be kept on file at school.

DAILY SCHEDULE

GREENVILLE ELEMENTARY SCHOOL

Students should arrive at school no earlier than 7:30 A.M. Teachers are on duty by 7:45 A.M. Breakfast will be served at 7:40 A.M. and school will begin at 8:05 A.M.

Working parents who wish to bring their children to school before 8:00 A.M. should make arrangements with the principal. These children should wait in the cafeteria between 7:30 and 7:40 A.M. Breakfast is served at 7:40 A.M.

The first bell rings at 8:05 A.M. The second bell rings at 8:08 A.M. when classes begin. If buses are late, riders will be allowed reasonable time to eat breakfast without being considered tardy.

The dismissal bell rings at 3:15 P.M. and 3:18 P.M.

WILLIAMSVILLE ELEMENTARY SCHOOL

Students may arrive no earlier than 7:00 A.M. Breakfast is served between 7:30 and 8:00 A.M. and dismiss at 3:22 P.M. A teacher is on duty until the buses arrive to transport students home. Students who do not ride the buses should go home right after school.

DETENTION

Occasionally a student may be placed on detention for misbehavior. Detention consists of spending play periods in a room with a teacher on duty. Students serving detention should bring enough schoolwork to keep themselves constructively occupied the entire 15-minute period. They will not be allowed to go back and forth to classrooms to get books or supplies. Students who fail to bring work may be assigned appropriate work to do. Students who are on detention should not talk to each other during the detention periods.

Detention can also serve as added opportunity for students who fail to turn in their work. The teacher on duty can help them get caught up.

DISCIPLINE POLICY

The elementary schools of the Greenville R-II District have a written discipline policy. The rules and regulations are printed in this handbook. Any parent who wishes to have a copy of the entire document may request one at the school office.

ALL THREATS OF VIOLENCE WILL BE TAKEN SERIOUSLY. STUDENTS WHO MAKE THREATS OF STABBING, SHOOTING, BOMBING, ETC., MAY BE SUSPENDED FROM SCHOOL. A PARENT/ADMINISTRATIVE CONFERENCE MAY BE REQUIRED. JUVENILE AND/OR LAW ENFORCEMENT PERSONNEL MAY BE NOTIFIED IN CASES INVOLVING THREATS OF VIOLENCE.

DRESS CODE

There is no official dress code set for the Greenville and Williamsville Elementary student body. However, it is expected that students will dress appropriately. If shorts are worn during hot weather, they should be "finger-tip" length and not too tight. Hats should not be worn in the building. Make-up (eye shadow, etc.) and hair dye are considered inappropriate for elementary school students. Visible body piercing (or look-a-like) other than earrings will not be allowed. Long, dangling earrings are considered inappropriate for elementary students due to safety involved during play.

Clothing advocating or encouraging the use of alcohol or drugs should not be worn. Clothing which exposes a bare midriff should not be worn.

EARLY DEPARTURES

Early departures from school should be kept to a minimum. Instruction continues through 3:10 p.m. If it is necessary to take your child from school before the school day ends, please stop at the school office to check out the child. This helps us to keep accurate attendance records. More important, it helps assure that the child has been removed by the appropriate people for appropriate reasons.

EMERGENCY CLOSINGS

Parents/Guardians may register with the "School Reach" program through the school offices. Then an automated recording will be sent to the phone numbers (2) registered, house phone and cell number, notifying you of school announcements.

Should it become necessary to close the schools by reason of inclement weather or other emergencies, notification will be given to KPWB Piedmont and KWOC/KKLR, KJEZ, and KAHR (Poplar Bluff radio stations) KTJJ, Farmington and to KFVS Channel 12 (Cape Girardeau television station). Patrons are encouraged to listen to these stations for notification of school closings.

It is the policy of the school to not dismiss school early unless it is absolutely necessary since, in many instances, there is no one at home when the children arrive. However, sometimes winter storms develop during the school day and students have to be bused home earlier than usual. It would be wise to have a plan in the event that this happens. Parents should let the school know of any arrangements made for children such as staying with a neighbor, relatives, etc. in case school must be dismissed early.

EMERGENCY DRILLS

The schools have developed an approved set of emergency procedures. Students are instructed on what to do in emergencies such as fires, tornadoes, earthquakes, and bomb threats. Drills are held regularly for the safety of the children.

EXTRA-CURRICULAR ACTIVITIES

ALL FINES SHOULD BE PAID PRIOR TO PARTICIAPION IN EXTRA-CURRICULAR ACTIVITIES: SPORTS, FIELD TRIPS, TWILIGHT READING, AND ETC.

Students who participate in the extra-curricular activities must maintain a C average or above in academic subject areas. The classroom teacher will determine eligibility. Eligibility of Special Education students may be determined by the IEP team.

Students planning to participate in 5/6 grade basketball/cheerleading must have a C average before starting practice.

In cases where a child who is on a team is making failing grades or is failing to complete classroom assignments, the teacher will notify the principal, the student, and the student's parents. After the first notification, the student shall be given one week to remedy the situation before he or she loses the privilege of participation in the activity. Thereafter, the child may be excluded from participation any time performance falls below expected levels. The child may be reinstated on the team anytime he or she meets expected levels of performance as determined by the classroom teacher.

A student may be excluded from participation in extracurricular activities (including the 6th grade trip) for chronic or serious misbehavior.

Field trips will be scheduled during the year by school personnel. Parents will be invited to chaperone as needed and will be decided upon by the school staff.

HEALTH SERVICES

The school provides several health services under the direction of a Registered Nurse. One of the most important is maintaining an emergency medical card file for each student. These cards provide a way of communicating to the Health Office what parents want for children should they become acutely ill or seriously injured while at school. Every effort will be made to contact parents. If a medical emergency occurs and no one can be reached, an ambulance will be called and the child will be taken to the nearest hospital. An emergency medical card will be sent home with your child the first day of school. Please fill out the card and return to your child's teacher immediately.

When a serious accident occurs at school, a written report is submitted to the principal for evaluation, in an effort to avoid recurrence.

ADMINISTERING MEDICATION TO STUDENTS

If a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse, or the principal's designee, will administer the medication in compliance with the regulations that follow:

1. Medicine must be in the original prescription containers and written instructions signed by the parent will be required and will include:
 - A. Child's name
 - B. Name of medication
 - C. Purpose of medication
 - D. Time to be administered
 - E. Dosage
 - F. Possible side effects
 - G. Termination date for administering the medicine
2. The parents of the child must assume responsibility for informing the school nurse of any changes in the child's health or change in medication.
3. The school district retains the discretion to reject requests for administration of medicine.

NO MEDICINE WILL BE GIVEN WITHOUT A NOTE FROM THE PARENT.

2023-2024 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Missouri-required immunizations should be administered according to the current ACIP schedule, including all spacing, ([CDC.Gov/vaccines/schedules](https://www.cdc.gov/vaccines/schedules)).
- To remain in school, students "in progress" must have an Immunizations In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption form must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur.

Vaccines	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	2	2	2

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.

2. **8-12 Grades:** Tdap, which contains pertussis vaccine, is required.

3. **Grade 8-11:** One dose of MCV is required. Dose must be given after 10 years of age.

Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.

4. **Kindergarten-12 Grade:** Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.

5. First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.

6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.

7. First dose must be given on or after twelve months of age. If Varicella and MMR are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.

Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



SCREENINGS

Screenings are conducted throughout the school year for early detection and treatment of abnormalities. Height and weight of all elementary children are taken in September and April. Results are sent home to parents.

Vision screenings for PK-4 and 6th graders are conducted the first semester of school.

Hearing screenings are conducted with the audiometer and tympanometer on PK-3 and 5th grade during the first semester.

Any child who fails to pass the screening procedure is rescreened two weeks later. If he or she fails to pass a second screening, a referral form will be sent home asking to have the child evaluated by a doctor.

Scoliosis screenings are conducted once a year on all sixth graders. If a curvature is found, a referral form will be sent home.

Dental screenings are conducted annually. A “fluoride varnish” is offered for students Pre-K to 6th grade. This reduces tooth decay significantly. Participation in this program is by signed parental consent only.

HONOR ROLL

ACADEMIC

Students who maintain a B+ average or higher and have no grade below a C- will be eligible for the academic honor roll. Art, Music and P.E. will be excluded when averaging grades for the academic honor roll.

CITIZENSHIP

Teachers will prepare a citizenship honor roll at the end of each quarter. Criteria for determining the members of the citizenship honor roll include the following:

1. Students will keep desk clean and orderly.
2. Students shall take care of books, workbooks, and all other equipment and supplies.
3. Students shall help keep classrooms, hallways, bathrooms, cafeteria, school grounds, and buses clean.
4. Students shall be courteous and respectful to everyone.
5. Students shall be quiet and orderly in the halls, lunchroom, library, bathrooms, classrooms, and buses.
6. Students shall be on time and prepared for class.
7. Students shall be obedient to teachers, aides, or any other person who serves on the school staff.

The honor roll will be posted in the school buildings and will be submitted to the Wayne County Journal-Banner and the Daily American Republic publications quarterly. Special awards will be given at the end of the year to students who were on the honor roll all year.

INSURANCE

Accident insurance forms for either 24-hour or school-time accident coverage are available in the school office. These forms are given to each student at the beginning of the school year. The parent must enroll in and pay for this insurance, if they desire the coverage. The school does not carry accident insurance on students.

LOST AND FOUND

Students often leave items on the playground, on buses, or at bus stops. These items should be taken to the school office. Students and parents are encouraged to inquire at the office for lost items.

MONEY

Parents are asked to supervise the amount of “spending” money brought to the school by their children. Teachers warn students about the danger of leaving money in their desks. However, if carried to recess or P.E. class students also stand a chance of losing their money.

Placing money in a sealed envelope with the child’s name and grade printed on the front is very helpful, especially with the younger children. Please note on the inside of the envelope what the money is for and how much is to be used for lunches, smacks, bake sales, book fair, yearbooks, photographs, pencil, paper, etc.

PARENT-TEACHER ORGANIZATION

The Greenville R-II PTO plays a vital role in the life of the school. The PTO's supplement and support the educational program, not only by providing financial resources for the purchase of equipment that benefits all the students in the district, but by the giving of their time and manpower (and womanpower) to help implement school improvement.

The Greenville PTO's major fund-raising events include a Fall Fun Festival, candy sales, and the collection of "Box Tops for Education". Other annual events include a blood drive, elementary art shows, pot-luck dinners and providing play-day ribbons, and free play-day snacks.

The Greenville PTO meets the fourth Thursday of each month, except in November and December when they meet the third Thursday. The Williamsville Parent, Teacher, Community Organization (PTCO) meetings are held the first Thursday of each month at 3:30 p.m. in the Williamsville School.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled during the first, second and third quarters of school. However, many parents and students will benefit with more frequent conferences. Parents are welcome to ask for conferences any time during the school year. Teachers will be happy to talk to parents during recess breaks, preparation periods, or after school. We ask that parents call the office to make an appointment. In keeping with our instructional focus, we ask that parents not interrupt classes to talk to teachers. Parents who wish to visit or observe during class may arrange to do so by contacting the classroom teacher or the principal.

PARTIES

The elementary schools have three parties for the children during the school year: Halloween, Christmas, and Valentine's Day. At Halloween, the children may dress up for a parade through town. No other parties are sanctioned, or endorsed, by the schools.

PICTURES

Individual school pictures are made at each elementary school in the fall. Group pictures are made in the spring. They are made on a prepaid basis only. Notice will be sent to parents regarding the dates and times of the photographing.

REGISTRATION

New and returning students may register in the school office any time during the year. The offices will open two weeks before school begins for the fall term.

KINDERGARTEN SCREENING AND REGISTRATION

Kindergarten registration is during the spring of each year. Parents are asked to send a note or phone the school for an appointment. (Greenville 224-5000 option 1 or Williamsville 998-2313).

A screening test will be administered to each child at the time of registration and will take about one hour. Screening is also available for all children, ages one through five, by appointment.

PRESCHOOL SCREENING AND REGISTRATION

Registration will be held during the spring.

RELIGION

The doctrine of separation of church and state is well defined by the constitution and courts, and those guidelines are followed by our schools.

However, we recognize that certain customs which are observed do conflict with the conscience of some religious groups. We encourage you to let us know of these conflicts so we can respect your child's religious heritage by making special arrangements.

PROMOTION AND RETENTION OF STUDENTS

The Greenville R-II District is committed to the continuous development of all students across all grad levels. In order for a student to be promoted to the next grade level in elementary school that student must demonstrate significant academic achievement in his or her current grade level.

Students who accumulate four semester F's per year in core classes (Communication Arts, Mathematics, Science, and Social Studies) will be considered for retention. Additionally, any student receiving two or three semester F's will be required to attend summer school as a condition for promotion to the next grade level.

These are guidelines, not mandates. Each case in question must still be evaluated individually taking all variables (age, IEP status, previous retentions, attendance, etc.) into consideration.

Greenville/Williamsville School-wide Expectations

Expectations	Classroom	Hallway	Bathroom	Cafeteria	Bus	Playground
Personal Best	DO YOUR PERSONAL BEST IN EVERYTHING YOU DO!					
Act Responsibly	<ul style="list-style-type: none"> .Use time wisely .Put things away .Take care of school Property .Do your own work .Turn work in on time 	<ul style="list-style-type: none"> .Be in the hall only with permission .Go directly to your destination 	<ul style="list-style-type: none"> .Return promptly to class .Report problems to staff .Clean up after yourself .Put waste products in proper place 	<ul style="list-style-type: none"> .Clean up after yourself .Ask permission before getting up 	<ul style="list-style-type: none"> .Keep belongings with you .Be a positive model for others 	<ul style="list-style-type: none"> .Play by the rules .Keep trash in trash can .Collect and return all equipment when done .Follow teachers' directions immediately
Work and Play Safely	<ul style="list-style-type: none"> .Walk .Keep feet and objects out of aisle .Push in your chair 	<ul style="list-style-type: none"> .Walk .Stay to the right .Keep your eyes forward .Hands to yourself 	<ul style="list-style-type: none"> .Wash hands using soap, keeping water and soap in sink .Walk .Keep feet on the floor, not on stalls or walls 	<ul style="list-style-type: none"> .Stay seated until dismissed .Walk .Report spills .Carry lunch with both hands 	<ul style="list-style-type: none"> .Get on your bus and get off at your stop .Stay in your seat facing forward .Keep all objects, hands, and feet to yourself, and inside the bus 	<ul style="list-style-type: none"> .Use equipment appropriately .Get permission to leave playground .Play carefully .Leave rocks and sticks on the ground
Show Respect	<ul style="list-style-type: none"> .Follow directions the first time .Listen to the speaker .Talk only when given permission 	<ul style="list-style-type: none"> .Talk only with permission or when spoken to by an adult .Respect the learning time of others 	<ul style="list-style-type: none"> .Use indoor voice .Be patient .Clean up after yourself .Give others privacy 	<ul style="list-style-type: none"> .Use indoor voice .Be polite and use manners .Respond to quiet signal 	<ul style="list-style-type: none"> .Listen to the bus driver's instruction .Use appropriate language .Use quiet calm voices 	<ul style="list-style-type: none"> .Take turns .Use kind words and actions .Line up quickly and silently .Enter building in a straight, silent line

REPORT CARD GRADING

The school year consists of 36 weeks divided into two 18 week semesters. Report cards will be distributed every nine weeks and grades averaged on the semester basis. Parent/Teacher conferences will be held after the 1st, 2nd, and 3rd progress. Report cards are mailed out to parents at the end of each quarter. Each student must have turned in all textbooks, library books, paid all lunch money, etc., before the final report card will be issued.

The grading system is as follows:

- A – Excellent – Best work done in class
- B – Superior – Better than average work done in class
- C – Average – Average work done in class
- D – Inferior – This work is of poor quality and improvement is needed
- F – Failure – No credit is given
- INC – Incomplete

DISTRICT GRADE SCALE

96-100=A	73-76=C
90-95=A-	70-72=C-
87-89=B+	67-69=D+
83-86=B	63-66=D
80-82=B-	60-62=D-
77-79=C+	0-59=F

This system may vary to some degree at kindergarten level.

STUDENT CELL PHONE USAGE

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Cell phones will be banned in restrooms, dressing areas, and during instructional time. First-third offense will result in in-school suspension or 1-180 days out-of-school suspension. Subsequent offense will result in 1-180 days out-of-school suspension.

HAZING/BULLYING

It is the policy of the district to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, age, sexual orientation, or perceived sexual orientation.

In the event of a unique situation not addressed in the student handbook, authorized school personnel will have the authority to make the necessary adjustment to ensure proper order in our school.

GREENVILLE R-II ANTI-BULLYING POLICY

In order to promote a safe learning environment for all students, the Greenville R-II School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

The Principal if each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within then school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will

decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegation of illegal discrimination or harassment, the principal's decision may be appealed in accordance with Greenville R-II School Board Policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

SATURDAY SCHOOL

Saturday School is being added for upper elementary and high school level students as a possible consequence for inappropriate behavior.

Saturday School will be for the purpose of:

1. Excessive Tardies.
2. In lieu of suspension, if deemed appropriate by the school principal.
3. Violation of attendance policy.
4. For other infractions deemed necessary by the building principal.

School on Saturdays will be held as needed from 8:30 a.m. to 12:30 p.m. Students will be responsible for getting their own assignments and providing their own transportation to and from school.

Saturday School Rules:

1. Must be on time and may not leave early.
2. Must bring enough work to last the entire four hours.
3. Any disruption caused by a student will result in repeating Saturday School. Continuing disruption could result in a suspension from school.

If a student is assigned to Saturday School and doesn't attend:

1st Offense: Doubling of Punishment.

2nd Offense: Suspension from school.

All assignments to Saturday School must be made by the building principal. Saturday School will only be assigned for serious and/or chronic misbehavior at the upper elementary level.

SPECIAL CLASSES

TITLE I CLASSES

Title I classes are designed for students who are having difficulty mastering grade level objectives in the areas of reading and math. Students qualify for the classes based on the results of the achievement test given in the spring of each school year. The classes allow the student to receive more individualized help in the area of academic difficulty.

PARENT INVOLVEMENT PLAN

Greenville/Williamsville Elementary Title 1 Plan is to:

- a. Inform parents of the school's participation in Title 1.
- b. School Administrators will plan activities with parental input.
- c. Explain parents' rights to be involved in the planning, review, & improvement of programs under Title 1.
- d. Address the parent's right to know law in compliance with NCLB.
- e. Conferences between parents & teachers are held during the first, second, & third quarters & throughout the year, when needed.
- f. The Parent/School Compact is discussed & signed at the beginning of the year.
- g. Calendar of events is sent out once a month to keep parents informed.

ART

The Greenville Elementary Art Curriculum was developed to provide each student with as many ways as possible to develop his or her creative abilities. The curriculum has both studio art and craft art projects. The stress in this curriculum is on increasing each student's creativity in progressively harder art projects. Each class meets once a week for a 50-minute session. Art shows are presented each year so that each student has an opportunity to exhibit his or her work. Art work is also exhibited throughout the building from time to time.

ELEMENTARY MUSIC DEPARTMENT

The elementary students at Greenville and Williamsville have one music class per week for 50 minutes per class period. Each individual child has the opportunity to perform in an annual concert which may be a spring concert, Christmas concert or PTO meeting. The Honors Chorus is a group that is selected from the student body and requires additional responsibilities of the students who audition for the ensemble.

PRESCHOOL EDUCATION

The district provides preschool education through Title 1 funding. The program is designed to provide educational services to four year-olds in the district. Registration for preschool is held each spring. Eligibility for preschool services is based on student need as determined through a screening process.

PHYSICAL EDUCATION

Physical education is offered to all the students in the schools. Each class receives 50-60 minutes Physical Education each week. Emphasis is on providing each child with the opportunity to develop and maintain a suitable level of physical fitness, become competent in management of body, and acquire useful physical skills. A variety of activities are taught.

BASKETBALL

The fifth and sixth grade students participate in a basketball program. Students are taught basic fundamentals of basketball and play area teams in an interscholastic schedule. All players must have a physical before participating. **All players must have a "C" average before practice begins.**

CHEERLEADING

A cheerleader program is offered to students in grades five and six as an extra-curricular activity in conjunction with the elementary basketball program. The program provides the students with an opportunity to work together as a team and promote school spirit, pride, and enthusiasm. Practice sessions are scheduled to work on rhythm, routines, and motor skills.

PLAYDAY

The elementary physical education program includes a "Play Day" at the end of school in May. The day is devoted to athletic events. All students involved earn ribbons for their participation.

LIBRARY

Elementary students in kindergarten through sixth grade are scheduled for library classes; at which time students may check books in or out, learn library skills, share in story time, take computerized Accelerated Reader tests, utilize reference materials restricted to the library, or browse the periodicals for leisure reading. The library is also open for students use before and after school (unless reserved for special programs, meeting or classes). Teachers have an opportunity to schedule two-four additional time blocks in the library for students to check books in or out.

A special coding system has been developed for the elementary libraries which allows parents to be involved in the selection of books which they may think are not suitable for their children. If a child makes a request for such a book, a form will be sent home stating the title and author. Parents may sign the approval letter or come by the library to preview the book.

The library sponsors a variety of reading programs, including: 1) Missouri Reading Circle Program, 2) Accelerated Reader Program, 3) BOOK IT National Reading Incentive Program, 4) Mark Twain Reading Award program, 5) Show-Me Award Program, 6) Winter Book Fair, 7) Wee Deliver Writing & Reading Program and 8) Spring Book Fair.

Special activities conducted through the library to encourage and reward reading include: KINDERGARTEN—"Mother Goose on the Loose" grandparents program, FIRST—"Books/Bears/Balloons" balloon launch, SECOND—"Hats off to Reading" career hat day, THIRD—"Share the Wonder of Twilight Reading", FOURTH, FIFTH & SIXTH—"Reading Round-Up Wiener Roast".

"Reading plays a vital role in the overall success of a student's educational development. Therefore, we look forward to working with the parents and students to provide books to read for information and recreation."

TESTING PROGRAM

The testing program in our school is part of an extensive effort to fulfill the provision of the state's Excellence in Education Act of 1985. During the spring, classroom teachers in grades 3-6 will administer achievement test. The Missouri Assessment Program (MAP) will be administered in grades 3-6. Each child's test results will be sent home after test scoring is completed and the schools have received the results. Testing results are utilized by the teachers to make adjustments to the curriculum, teaching materials or teaching methods, and to help improve the education program. In addition, the district must provide to each parent information on the achievement level of the parent's child in each of the state academic assessments as required.

PARENTS AS TEACHERS

The program provides assistance for parents of children from birth to five years of age. The goal of the program is to help parents be better teachers for their children. It provides the following services: four personal home or school visits, group meetings, screening, and appropriate child development materials. For further information you may send a note or call 224-5000 option 1

ACCEPTABLE COMPUTER AND INTERNET USE POLICY

In our mission to educate, the Greenville R-II School District has the ability to enhance your child's education through the use of computers and access to the Internet.

Use of computers and the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The school district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district.

Use of computers and access to the Internet are given as privileges to students who agree to act in a responsible, efficient, ethical and legal manner. Students are responsible for good behavior when using computers and/or when accessing the Internet just as they are in a school building. General school rules for behavior and communications apply. Communication with others will only be used for educational purposes. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files and messages will always be private.

We require that students and parents or guardians read, accept, and sign the following rules for acceptable behavior. If any user violates the provisions of this contract, access to the computer service may be denied and the user may be subject to disciplinary and/or legal action.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging or destroying hardware, software, or data
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Adding or deleting programs or files
- Intentionally wasting resources
- Downloading files without permission from the supervising teacher
- Employing the network for commercial purposes
- Revealing the personal address or phone number or credit card number of yourself or any other person without permission from the supervising teacher

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, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Greenville R-II 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, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Greenville R-II 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 Greenville R-II 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 of other rights of their child.

Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Greenville R-II 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 Greenville R-II School District, Esther Frazier Administration Building, 127 Walnut, Greenville, Missouri 63944, 573-224-3844, Monday-Friday 8:00-3:30.

This notice will be provided in native languages as appropriate.

COMPLAINT POLICY

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:

1. The principals 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 parent/guardians may be scheduled at the discretion of the principal.
2. 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.
3. 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.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹Proprietary license #99-4-5-2-2, MBRP, 1994, 005-124, 005-125
²In accordance with E334 Rule 201 Part C Sub. 5034(b)(3)(d)

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

REQUEST FOR HIGHLY QUALIFIED TEACHER INFORMATION

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (ESSA), have the right to know.

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

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

TIMELY NOTICE OF SUBSTITUTE TEACHER

The district must provide 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, such as a substitute teacher.

PARENT NOTIFICATION

Student Privacy:

Greenville R-II would like to inform you that the Board has adopted and continues to use policies regarding student privacy, parental access to information, and the administration of certain physical exams to minors and that copies of these policies are available upon request.

Surveys:

The district is providing notice that:

1. No student, as part of any federally funded program, without parental consent, shall be required to submit to a survey, analysis or evaluation that reveals: political affiliations; potentially embarrassing mental or psychological problems; sex behavior and attitudes, illegal, anti-social, self-incrimination and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income unless required for participation in the program; religious practices, affiliations, or beliefs.
2. The student may provide consent if an adult or emancipated minor.
3. Instructional materials used in connection with any of the above will be available for public inspection.

RESOURCE LISTING

Al-Anon Family Group

1-800-356-9996

1-314-895-3823 – Hazelwood, MO

Cape Community Counseling Center

(Crisis Hotline)

1-800-356-5395

B.A.S.H. (Bulimia-Anorexia Self Help)

1-800-227-4785

Child Abuse and Neglect Hotline

1-800-392-3738

Drug Abuse Hotline

1-800-662-HELP (4357)

Drug Abuse Prevention

1-800-638-2045

National AIDS Hotline

1-800-342-aids (2437)

1-800-392-0272

Pregnancy Counseling Services

1-800-368-3336

SE Ozark Mental Health

1-800-873-6642

1-573-223-4169

Suicide Prevention

1-800-658-HELP (4357)

Wayne County Health Center

1-573-224-3218

Youth Crisis and Runaway

1-800-HIT-HOME (448-4663)

Positive Resources

1-573-686-1123

FOR MORE INFORMATION:

University Extension Office

1-573-224-3221

Parent Involvement Plan

The Greenville R-II School District recognizes the parent involvement in the educational process as a critical factor whose importance cannot be overemphasized. The necessity for parent involvement in the education program is also recognized by the Title I policy which requires a written plan that describes the means for carrying out requirements for parental involvement. This written plan will be distributed annually to the parents of all students participating in the District's Title I programs.

An advisory council consisting of the Director of Federal Programs, building administrators, Title I teachers, regular classroom teachers, and parents will assist in the formulation of the District's Title I program plan and the process of school review and improvement. The council will utilize the results of the annual program review survey to formulate the plan and to provide direction for program involvement. The council will also formulate a school-parent compact that will outline how parents, the school staff, and students will share the responsibility for improving student achievement. The compact will:

- describe the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.
- describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables Title I children to meet the state's student performance standards; and
- address the importance of on-going communication between teachers and parents through parent-teacher conferences, frequent reports to parents on progress, and reasonable access to staff.

Greenville R-II Schools will strive for increased parent involvement through the following strategies:

- I. Communication:
 - a. Inform parents of the school's participation in Title I.
 - b. Principal will plan activities with parental input.
 - c. Explain parents' right to be involved in planning, review, and implementation of the programs under Title I.
 - d. Address the parents' right to know law in compliance with NCLB.
 - e. Conferences between parents and teachers are held at least twice annually and throughout the year when needed.
 - f. The Parent/Student/School Compact is discussed and signed at the beginning of each school year.
 - g. Calendar of events is sent out to keep parents informed.
- II. Shared responsibility for High Student Performance:
 - a. Parent/Student/School Compacts are signed at the beginning of the school year. This compact outlines the responsibility for improving student achievement that lies with parents, school staff, and students.
 - b. At Open House night, teachers meet with parents and students and a description and explanation of the class curriculum is discussed along with the forms of assessment and student expectations.
 - c. At the beginning of the year information packets are sent out to parents including student handbooks, discipline policies, etc.
 - d. Parents are kept informed of assessed reading levels of their children at the beginning and end of the year.
- III. Building Parents' Capacity for Involvement in School:
 - a. The school will provide students and their families a site to interact in an educational setting along with the resources to enhance the learning experience.
 - b. Parent/student involvement activities include, but are not limited to: Open House, Parent/Student/School Compacts, parent workshops, Career Fair, and parent/teacher conferences.

**Greenville R-II Schools
Transportation Department**

School Bus Policies and Procedure for Parents

The following school bus routines, policies, and procedures have been put in place in order for all students to receive access to district provided transportation services. These policies call for cooperation from drivers, parents, and students. Parents are encouraged to study these procedures and have them readily available in the event of something unexpected happening. The proper adherence to these guidelines should help resolve any issues in an expedient way.

1. Student pick-up/drop off time – Students are expected to be at the pick-up area 15 mins before pick up time and could have to wait until 15 after pick-up time. Greenville R-II is a rural district and one of the largest (by area) districts in the state. Due to the area covered and the unique terrain traversed bus routes can vary in length from day to day depending on if there are substitute drivers, fallen trees, water over the road, less/more students than normal.
2. Child does not get off the bus – If your child's bus arrives and your child does not get off the bus please do not panic. First try to call the office of the school your child attends, and if there is no answer call the Wayne County Sheriff's office at (573) 224-3219. They will contact school administration immediately. In most cases the student either had a substitute driver who missed their stop by mistake, fell asleep on the bus, got on the wrong bus, or they failed to communicate plans regarding an after-school activity.
3. Absences – A number of routes have “spurs” or pick-ups that require in and out trips down roadways with only one stop at the end. If for any reason your student does not ride the bus for three days in a row the driver will cease running that part of the route. In order to restart transportation privileges in these cases it will be necessary to contact either the driver through a prearranged process or to call the transportation director at 573-224-5000.
4. Changing drop-off/pick-up – If there is a change to drop-off times please inform us before 1:30 p.m. that day (unless there is an emergency). This helps your student get the correct information and ensures student safety. For bus notes and changes please provide exact first and last name of the person picking up a student and exact location of the pick-up.
5. Student Planning – All students, especially elementary, need to know their bus plans. They need to know the daily routine, their bus and their driver. If there is a change to the everyday plan, please inform them and ensure they know the change for that day.

Please stay familiar with these policies and procedures and keep these available for further reference. These are put in place to ensure safety and access to education for students. Failure to adhere to these policies will only create confusion.

MOCAP Virtual Education

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program (“Program”) courses as part of the student’s annual course load. Course costs will be paid by the District provided the student:

1. Is enrolled full-time and has attended public school, including a charter school, for at least (1) semester immediately prior to enrolling in the Program. However, if the reason for a student’s non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this regulation.

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates. Students will be required to participate in Program courses on the Greenville School District campus. The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The District may also limit the number of paid courses, in most cases, no more than two courses per semesters.

A. Enrollment

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The enrollment period will open three weeks prior to the start of each semester and will close one week prior to the start of each semester. The process may include consultation with the school counselor.

When the District denies a student’s enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a “good faith” reason for denial. Such good faith determination will be based upon a reasonable determination that the enrollment is not in the student’s best educational interest. Where enrollment is denied, the following

1. The District will notify the student and the student’s family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student’s best educational interest; and
4. The Board’s written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting.

B. Payment for Program Courses

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student's behalf.

In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course.

C. Program Course Evaluation

The District will consider recommendations made by DESE relative to a student's continued Program enrollment. Based in part on DESE's recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student's educational needs.

Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.

The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law.

The District will include students' enrollment in the Program determining the District's average daily attendance (ADA). For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

D. Notice

The District will inform District parents of their child's right to participate in the Program. Opportunity to participate in the Program will be provided student handbooks.

ALTERNATIVE METHODS OF INSTRUCTION PLAN

Beginning in school year 2020-21, a local education agency (LEA) will not be required to make up school hours that are lost or canceled due to exceptional or emergency circumstances (up to 36 hours) if the LEA implements an Alternative Methods of Instruction (AMI) Plan that is approved by the Department of Elementary and Secondary Education (DESE).

Greenville RII's AMI Plan

Greenville RII intends to strengthen and reinforce instructional content on days in which AMI is implemented by reviewing and reinforcing previously taught skills. AMI information will be posted within student handbooks as well as on the district website. In the event of AMI days, parents will be notified through district call and text services as well as through the district's Facebook page. Materials used on AMI days to facilitate learning may include electronic/web-based assignments and activities, the use of school or classroom library books, packets and worksheets, as well as teacher-created materials. Attendance on AMI days will be taken through a variety of means, including the completion of lessons and activities turned in the next day of attendance, electronic submission of lessons and activities on the day of AMI or the next day of attendance, or through the use of electronic/web-based/app activity logs. Assignment types will include independent practice and application of previously taught concepts, as well as App or web-based software to teach and reinforce concepts. Students without in-home internet access will be provided with printed-versions of online activities and assessments. Additionally, teachers will be available to communicate with parents and students during AMI days through the use of school email and classroom messaging services such as Remind101 and ClassDojo.

PUBLIC NOTICE

In compliance with the McKinney-Vento Homeless Education Act the Greenville R-II School District will provide a full and equal educational opportunity to any homeless child in the district. Any organization with knowledge of a homeless child (ren) should contact the district's homeless coordinator, Jamie Million at 573-224-5000.

Do you currently share the housing of other persons due to loss of housing or economic hardship?

Yes _____

No _____

If yes, please explain. _____

Do you reside in a hotel/motel/car/campground, or transitional shelter due to loss of housing or economic hardship?

Yes _____

No _____

If yes, please explain. _____

Do you currently resident in a shelter:

Yes _____

No _____

Do you currently live in a temporary housing arrangement due to economic hardship?

Yes _____

No _____

Has the family moved within the past 3 years to obtain temporary or seasonal farm-related work such as planting or harvesting crops; transporting farm products to market; feeding or processing poultry, beef or hogs; gathering eggs or working hatcheries; working on dairy farm or catfish farm; or cutting firewood or logs to sell?

Yes _____

No _____

Pupils Name: _____

NOTIFICATION CARD FOR EMERGENCY OR ILLNESS

Pupil's Name_____

Parent's/Legal Guardian's Name_____

Home Address_____

Phone_____

Father's Cell Phone_____ Work Phone_____

Mother's Cell Phone_____ Work Phone_____

Is your child allergic to any drugs, or have any Unusual Health Conditions? Yes_____ No_____
If yes complete:

Heart_____ Convulsive Seizures_____ Allergies_____ Diabetes_____

Other_____

If emergency treatment is required, and the parents cannot be reached immediately, an ambulance will be called and child will be taken to the nearest hospital.

A copy of the student handbook is available upon request from the building secretary and can be found on the school website www.bears.k12.mo.us

Your signature indicates you have read the student handbook, understand and agree to the stated school policies.

Parent/Legal Guardian_____

When parent or guardian cannot be reached, please list below other relative or neighbors the school might contact.

NAME	RELATIONSHIP TO STUDENT	PHONE NUMBER	ALLOW TO LEAVE WITH
			Y / N
			Y / N
			Y / N
			Y / N