

# **GRUNDY CO. R-V** **ELEMENTARY**

**2024-2025**

**Mr. Phil Fox, Superintendent**  
**Mrs. Jennifer Dyer, Principal**

## **HANDBOOK**



## GRUNDY R-V MISSION STATEMENT

Grundy R-V is dedicated to preparing all students to be productive members of society, empowered with life-long learning skills.

## GRUNDY R-V VISION STATEMENT

The vision of Grundy County R-V is to prepare well rounded motivated leaders who are capable of reaching high standards to become independent members of society.

## GRUNDY R-V BELIEFS

- Grundy County R-V believes in preparing students for life beyond high school.
- Grundy County R-V believes in differentiating teaching styles that ensure students are successful.
- Grundy County R-V believes in meeting students where they are and moving them forward.
- Grundy County R-V believes in producing functioning members of society with good work ethic.
- Grundy County R-V believes in creating independent thinkers and problem solvers.
- Grundy County R-V believes in creating a positive learning environment where students, staff, and parents feel safe and welcomed.
- Grundy County R-V believes in building lasting relationships among students and staff.
- Grundy County R-V believes in producing students who are motivated, responsible, and persevering.
- Grundy County R-V believes in students who have effective oral and communication skills.

## GRUNDY CO. R-V ELEMENTARY STAFF

Superintendent	Mr. Phil Fox
Principal	Mrs. Jennifer Dyer
Pre-School	Mrs. Tiffany Carver
Kindergarten	Ms. Rianna Patridge
First Grade	Mrs. Bailey Kasinger
Second Grade	Mrs. Jeni Moore
Third Grade	Mrs. Lindsay Rhoades
Fourth Grade	Mrs. Haley Hanes
Fifth Grade	Mrs. Karla Lowrey
Art	Mrs. Leetta Fordyce
Counselor	Mrs. Kristi Burkeybile
Social Worker	Mrs. Lydia Shiflett
Library	Mrs. Stacy Russell
Music	Mrs. Alesia Campbell
Special Education	Mrs. Kristi Burkeybile
Speech	Mrs. Taylor Jarman
Title I/ Reading Recovery	Mrs. Nicole Head
P.E.	Mrs. Angie McAtee
	Mr. Ethan Bunnell
Bookkeeper	Ms. Shelly Searcy
Bus Drivers	Mr. Josiah Holloway
	Mr. Bob Shipley
	Mr. Jerry Kiger
	Mrs. Laura Black
Cook	Ms. Cassie Allnut
	Mrs. Kaitlin White
Custodian	Mr. Jerad Fordyce
Nurse	Mrs. Angela Huffman
Para	Mrs. Tammy Taylor
Para	Mrs. Julie Peto
Secretary	Mrs. Jeanette Hudson
Elementary School	660.673.6314 or 660.673.6312
Fax	660.673.6346

Dear Parents, Guardians, and Students:

WELCOME TO THE GRUNDY COUNTY R-V ELEMENTARY!

This handbook has been prepared to help answer questions and to provide students and parents with a better understanding of the rules and procedures of the Grundy County R-V Elementary.

A Title I Parent/School compact will continue this year to ensure our commitment and support between school and home. Please complete the attached form and return to the office.

Please read and discuss this handbook with your child. Please return the last page signed indicating you have seen and discussed this handbook with your child.

We invite all parents to come and visit or call our school anytime. We want to answer your questions and to hear your comments about your child's education. We are working together as a team to ensure learning for all.

We look forward to working with you to make the 2024-2025 school year an enjoyable and educationally profitable one for you and your child. It is my promise to work diligently with all stakeholders to promote a positive learning environment.

Respectfully,

Mrs. Jennifer Dyer  
Elementary Principal

*"I have learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."*

- - *Maya Angelou*

*"When purpose and passion line up, you have unbelievable power."*

- - *Dwight Bain*

## **ATTENDANCE:**

We cannot stress too greatly the importance of your child being in school every day in order to be a successful student. Each day's absence makes it more difficult for the child upon returning to school. The earliest students may arrive to school is 7:35 am. School begins at 7:55 am and ends at 3:38 pm. Buses are loaded by 3:25. If parents desire to pick up their child they may do so after the buses are loaded.

When a student has been absent 8 days in any semester, the principal will report absences to the juvenile authorities (an exception can be made by an administrator in cases of extended illness, a written doctor's excuse, or other unusual circumstances beyond the parent or student's control).

Missouri requires that attendance be recorded by the hour. If your child is tardy or must leave early, you need to stop by the office so that we can record the time of arrival or departure. If a child is being picked up after school they will be released after the buses depart from campus.

Children who ride the bus will not be counted tardy if the bus arrives late.

A student will be allowed 1 day to complete make-up work for each 1 day of absence. If a student knows in advance that she/he will have a test on the day of absence, the teacher may administer the test the day the student returns (the principal in cases of extended illness or hospitalization can make exceptions). Written excuses are required when the child returns to school. Attendance, below 95% may jeopardize a student's opportunity to go on field trips (doctor's notes will excuse students for medical purposes). Absences will be marked unexcused if the office doesn't receive a phone call or note from parents/guardians.

**AUDIO/VISUAL**

It is Grundy Co. R-V's policy that movies may be approved for student viewing for educational purposes, used as a culminating activity, or as an incentive. Movies showed in the classroom will be rated "G" or "PG".

**BREAKFAST/LUNCH**

**NO STUDENT MAY CHARGE MORE THAN \$20.**

All breakfasts, lunches, and milk are to be paid in advance. **We will no longer allow milk to be charged.** When you send money, please send it in a sealed envelope with your child's name and grade on the outside. If you send money for more than one child or more than one meal program, please indicate the amount each child is to receive and to which program it is to be credited-breakfast, lunch or milk.

Applications for free and reduced meals are sent home the first day of school and will be available upon request at the elementary office. To become eligible for free or reduced breakfast/lunch, the applications must be filled out completely and returned to the school office for approval or disapproval. You will receive notification if your application is denied.

Students are not allowed to bring carbonated beverages in their lunches. Drink pouches/boxes containing juice are satisfactory. Students will not be allowed to use the refrigerator or microwave at school for their lunch.

**NO FOOD is allowed to be brought to students by parents, friends or relatives from outside restaurants, etc. during lunch time.**

**LUNCH PRICES:**

Full Price:	Breakfast \$1.40	Lunch \$2.90
Reduced Price:	Breakfast .30	Lunch .40
Extra Milk:	.25 per carton	

Adult Lunch \$3.00

Adult Breakfast \$1.70

## **BOARD OF EDUCATION**

Allen Berry, Brenda Allnutt, Brooke May, Zachariah Kasinger, Mary Lentz, Kaleb Shiflett, Opie Peterson (president)

## **BUILDING**

The Grundy Co. R-V Elementary has classrooms for Pre-school through Fifth Grade. Specialized teachers teach Art, Music, Library, Counseling, and Physical Education. We offer Special Education, Speech Therapy, Language Development, Early Childhood Special Education (through Pleasant View R-VI KEYS program), Parents as Teachers, Title I Communication Arts, and Reading Recovery.

K-3rd grade are self-contained classrooms.

## **BULLYING/CYBERBULLYING**

Grundy R-V Elementary is committed to a safe, educational environment for all students. Our school will be free from harassment, intimidation or bullying including cyberbullying. We have the further expectation that no student shall be a passive bystander when encountering any sort of bullying behavior. Students are to get help from an adult by reporting the incident. 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.

### **BUS REGULATIONS**

The safety of students during their transportation to and from school and school activities is the responsibility of the parent/guardian, bus driver, and school officials. Students are responsible for all rules of conduct while waiting at a bus stop or riding a school bus, and must board and leave the bus as directed by the driver.

1. All passengers should remain seated and turned around while the bus is in motion.
2. Students should be respectful of the driver and other riders.
3. Nothing should be placed outside the bus windows.
4. Students must refrain from hitting, using profanity, tormenting, teasing and refrain from using inappropriate body gestures.
5. Students are expected to be cooperative and follow directions given by the driver.
6. Students should be on time to meet the bus, as the bus driver must maintain a schedule (no more than a 2 minute wait time is allowed).
7. Students and parents must report bus concerns to the bus driver first when possible.
8. Administration may revoke riding privileges of students who fail to obey rules.
9. Students must comply with the "Safe School's Act" and all school policies and regulations concerning student conduct.
10. All elementary students will have assigned seats.
11. Students should board and leave the bus as directed by the driver.



## **CELL PHONES**

Student cell phones, digital cameras and similar electronic devices will be banned during the instructional day; they must be off and placed in a back pack. They are not allowed in dressing areas during extracurricular activities. Violation of this policy will result in the following:

1. 1<sup>st</sup> offense: the item will be confiscated and returned at the end of the school day.
2. 2<sup>nd</sup> offense: item confiscated and parents will be required to pick the item up in the principal's office.
3. 3<sup>rd</sup> offense and subsequent offenses: item confiscated, parent must pick up the item and student will serve one day of in-school suspension. Additional disciplinary measures may be taken if persistent violation of this policy occurs.

**\*\*NOTE:** Refer to School Board Policy 2656 for hardship and special exceptions for cell phone use.

## **CHARACTER EDUCATION**

Grundy Co. R-V Elementary will teach Respect and Responsibility Skills to all students PreK-5 to develop good citizenship and social skills. Students and staff will be recognized for emulating these skills.

## **CHEATING**

Cheating is not tolerated. Any student caught cheating on a test and or assignment and any individual assisting a student will receive a zero for that test or assignment. Repeated cheating may result in further discipline including detention and ISS.

## **CHILD CUSTODY**

In most cases when parents are divorced, both parents continue to have equal rights concerning their child(ren). If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents. Updated legal documentation must be submitted to the office upon any changes.

## **DISCIPLINE**

The Grundy Elementary discipline program is organized at two levels; the classroom level and the building level. The classroom teacher is expected to maintain classroom discipline, but the assistance of the principal will be utilized when needed.

The following are standards of conduct that all students are expected to adhere to as guidelines for school appropriate behavior:

- Be respectful at all times
- Put forth your best effort on all tasks
- Come to school/class prepared to learn

**The following will result in immediate principal intervention:**

**Fighting, violence of any kind, harassment, extreme disrespect of staff, stealing, destruction of school property, possession of dangerous objects/weapons, vulgar language, possession of tobacco, drugs, or alcohol, or any behavior with malicious intent.**

Discipline of students with disabilities - The obligation and the responsibility to attend school regularly and to comply with the district's discipline policies applies to all students. When appropriate, the district may discipline a student with a disability who has not complied with the district's discipline policies in a manner that is consistent with the district's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed for more than 10 school days. If a student with a disability is removed for less than 10 cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

**Lunch Detention-** Students may lose the privilege of eating lunch with their peers if they are having behavior issues in the classroom or in the lunchroom. During lunch detention students will sit quietly (no talking) at the desks in the cafeteria that are seated away from their peers.

**Lunch and Learn-** Students may lose the privilege of eating lunch with their peers if they do not use instructional time or work time wisely. During lunch and learn, students will sit at the desks either in the cafeteria or by the principal's office to complete any work that was left incomplete because of poor choices.

**School Detention** - A detention will be held when necessary. Prior to a student's detention the parents will be notified so that the parent can make transportation arrangements. The following rules govern the period:

1. Student is to report to the assigned detention area as designated.
2. NO sleeping.
3. Students will be supervised by an assigned faculty member.
4. Any student who is assigned detention will have two opportunities to fulfill the obligation after which a suspension will be enforced.
5. Student involvement with extra-curricular activities will not be given special consideration.

**In School Solutions (ISS)-** Students may lose the privilege of the regular school day. Students serving time will be assigned to a specific location within the building (usually in the room next to the principal's office). Leaving this area without permission will result in an out of school suspension. Behavior while serving ISS will be the same as expected for class time. During a portion of ISS students will have a conversation with the principal or guidance counselor about possible alternatives for their undesirable behavior(s). Students are expected to complete their classwork during this time. If they refuse to complete classwork assigned, it may result in either an extension of their ISS time or OSS.

**Out Of School Suspension** - Students receiving OSS will receive full credit on all academic work so long as the work is completed upon their day of return.

**Comprehensive Discipline Policy** - As a result of the Safe Schools Act each school district in the state of Missouri has a board adopted comprehensive discipline policy. These procedures are in place for discipline problems that exceed typical classroom discipline issues. It is the purpose of this code to list certain offenses that will result in the imposition of a specific penalty. \*\*See “SAFE SCHOOL ACT”.

## **DRESS CODE**

Applies to classrooms and all school activities.

1. Neat, clean (no body odor) appearance. After 3 consecutive days of uncleanliness parents will be called to pick student up and remedy the hygiene issue.
2. Garments
  - Clothing must cover at least  $\frac{1}{2}$  to  $\frac{3}{4}$  of the thigh or reach the tip of the student’s middle finger when his/her arms are placed to their side.
  - Clothing shall have no holes in them above the approved length on shorts.
  - No excessively baggy or oversized clothing.
3. No tight or revealing apparel.
  - No low-cut front, back, or cut-in sleeves, or spaghetti straps.
  - No short, midriff tops or midriff cutout shirts.
  - No clothing that has visibility of undergarments.
4. No Alcohol, drugs, tobacco, vulgar language, nor sexual innuendos on garments.
5. No Hats and sunglasses are to be worn in the building.
6. High heels, platform shoes, and clogs are not allowed due to safety precautions, (except at programs, picture day, etc.).
7. No Pajamas or slippers (except on special dress up days).

## **DRUGS OR ALCOHOL**

Students are forbidden to attend school or any school activity under the influence of alcohol or other controlled substances. Should a student be found under the influence of a drug or alcohol, the following consequences will be initiated:

**1<sup>st</sup> Offense:** Following an informal hearing with the student, an out-of-school suspension will be issued if warranted, for a period of at least 3 school days.

**2<sup>nd</sup> Offense:** Following an informal hearing with the student, an out of school suspension of at least 10 days will be issued if warranted, followed by an informal hearing with the Board of Education, to recommend terms of possible exclusion from school.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Local Law Officials will be contacted.

Should a student be found in possession of alcohol, drugs, or drug paraphernalia, the following consequences will be initiated:

**1<sup>st</sup> Offense:**

- a. Attempts to notify parents will be made.
- b. An informal hearing with student will be held and if warranted, at least a 3 day out-of-school suspension will be issued.
- c. Local law enforcement officials may be contacted to report the incident and to turn over any confiscated alcohol or drugs.

**2<sup>nd</sup> Offense:**

- a. An informal hearing with student will be held and if warranted, at least a 10 day out-of-school suspension will be issued.
- b. Local law enforcement officials may be contacted to report the incident and to turn over any confiscated alcohol or drugs.

## **EARLY DISMISSAL**

Radio station KTTN (92.3 FM) and Community Connection via text, will carry news of the closing of Grundy Co. R-V schools in the event of severe weather conditions. If your elementary child must go somewhere other than home or the babysitter when school is dismissed early, please notify us by sending a note or calling the Elementary at 673.6314 or 673.6312. The Community Connection web site to sign up for texting is [www.famersbank.com](http://www.famersbank.com)

## **EMERGENCIES/ILLNESS**

Please keep the elementary office staff informed of any changes in telephone numbers or changes regarding the person we should contact in case of an emergency.

If for some reason your child is not able to go with a certain person, please send us a letter stating the name of the person that may not pick up your child.

## **FEES AND FIELD TRIPS**

If a student owes money for meals, books, or other fees, they will not be allowed to go on any field trip until the account is paid in full. Students are expected to ride the bus to and from a field trip with the exception of special circumstances, which must have prior approval from the elementary principal. Electronic devices are prohibited unless notified by teacher of new directions.

## **GRADING SCALE**

A: 100/95	A-: 94/90	B+: 89/87	B: 86/83
B-: 82/80	C+: 79/77	C: 76/73	C-: 72/70
D+: 69/67	D: 66/63	D-: 62/60	F: 59/0

Regular progress reports will be sent home by the classroom teacher. Students in Special Education be will graded commensurate with their Individual Education Plan (IEP) as recommended by the Special Education Department.

## **GUIDANCE PROGRAM**

Grundy Co. R-V students in grades PreK-5 are provided access to individual, small group, and large group counseling and assistance. This is done through our school counselor and school social worker.

## **GYM/PLAYGROUND RULES**

1. Students will not play on the bleachers or stage.
2. Students will not jump off the stage or bleachers. Students will use the stairs.
3. Students will not hang or swing from the basketball goals, or metal railings.
4. Students will not kick other people, the walls, or ceiling.
5. Only one student is to retrieve a ball from the stage or bleachers.
6. Ropes are to be used for jumping only. Students will not wrap or tie them around anyone.
7. The playground balls belong to the school and must be shared.
8. Students are not allowed to go behind the gym mats.
9. Students will line up quickly, quietly, and orderly when recess is over.
10. Students are not to attempt to do somersaults or cartwheels, without permission.
11. Students will not go out into the road, into the parking lot, or up on the roof. If a ball or toy goes into one of these areas, the students are to tell the teacher on duty.
12. Students will not leave the playground without permission from the staff member on duty.
13. Students will not play tackle football, engage in horseplay, or wrestle.
14. Students will not throw rock, snowballs, sticks, dirt, grass, etc.
15. Students will sit down and face forward on slides and swings.
16. Students will not climb the poles of the slides, swings, or basketball goals.

17. Students will not stand or play near the swings or at the bottom of the slides.
18. Students will not sit or play on top of the ladders.
19. The students will tell the staff member on duty immediately if someone is hurt.

All play activities are meant to be safe and cooperative. The teacher on duty will handle all discipline and decide if an offense warrants referral to the office/principal. The severity of the rule(s) violation will determine whether minor or severe consequences will apply.

### **GENERAL EXCLUSION GUIDELINES FOR ILL CHILDREN**

Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others in the childcare and school settings. Recommended exclusion varies by the disease or infectious agent. Children with the symptoms listed below should be excluded from school setting until symptoms improve or a healthcare provider has determined that the child can return or children can participate in routine activities without more staff supervision than can be provided.

#### **Exclude children with any of the following:**

- |  |  |
|--|--|
| <b>Illness</b>                                   | Unable to participate in routine activities or needs more care than can be provided by the childcare/school staff.   |
| <b>Fever</b>                                     | 100.0* or more, may return when they have been <b><u>fever free for 24 hours</u></b> without the use of any fever reliever.  |
| <b>Signs/Symptoms of Possible Severe Illness</b> |  |
|  | Until a healthcare provider has done an evaluation to rule out severe illness when the child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child. |
| <b>Diarrhea</b>                                  | Until the child has been <b><u>free of diarrhea for at least 24 hours</u></b> or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's                     |



normal pattern, along with decreased stool form and/or stools that are watery, bloody, or contain mucus.

**Vomiting** Vomiting in the previous 24 hours, unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration. The child must be **24 hours free of vomiting** to return to school.

**Mouth Sores with Drooling**

Until a medical exam indicates the child may return or until sores have healed.

**Rash with Fever or Behavior Change**

Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

**Eye Drainage**

When purulent (pus) drainage and/or fever or eye pain is present or a medical exam indicates that a child may return.

For more information, call Missouri Department of Health and Senior Services (MDHSS) at 573.751.6113 or 866.628.9891 (8-5 Monday thru Friday) or call your local health department.

**SCHOOL RESPONSIBILITIES WHEN DEALING WITH HEAD LICE-**

- Symptomatic students will be checked.
- Routine head checks of healthy students are not conducted.
- Students will not be excluded from school when nits are present.
- Students with live lice: Parents will be notified that day and will be sent home for treatment.
- Students are to be treated at home before returning to school.
- Students with head lice will be handled on case by case basis. Mrs. Huffman will work directly with the parent to provide education on how to treat and eliminate head lice.

## **HARRASSMENT**

A person commits the crime of harassment if he or she:

1. Knowingly communicates a threat to commit any felony to another person and in so doing frightens, intimidates, or causes emotional distress to such other person; or
2. When communicating with another person, knowingly uses coarse language offensive to one of average sensibility and thereby puts such person in reasonable apprehension of offensive physical contact or harm; or
3. Knowingly frightens, intimidates, or causes emotional distress to another person by anonymously making a telephone call or any electronic communication; or
4. Knowingly communicates with another person who is, or who purports to be, seventeen years of age or younger and in so doing and without good cause recklessly frightens, intimidates, or causes emotional distress to such other person; or
5. Knowingly makes repeated unwanted communication to another person; or
6. Without good cause engages in any other act with the purpose to frighten, intimidate, or cause emotional distress to another person, cause such person to be frightened, intimidated, or emotionally distressed, and such person's response to the act is one of a person of average sensibilities considering the age of such person.

Harassment is a Class A misdemeanor unless:

1. Committed by a person twenty-one years of age or older against a person seventeen years of age or younger; or
2. The person has previously pleaded guilty to or been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this subsection.

In such cases, harassment shall be a class D felony.

3. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of violation of federal, state, county, or municipal law.

## **HEALTH**

If your child has a special health problem such as asthma, allergies, vision, hearing, etc., please let us know.

**Basic Health screenings** (height, weight, blood pressure, dental, visual acuity and hearing) will be conducted annually. If you do not want your child to participate in these screenings, please notify the school nurse before school starts. If a screening indicates further evaluation is needed, a letter of referral will be mailed to you indicating that further evaluation is recommended (such as an optometrist consult, etc.). If questions or concerns arise during the year regarding your child's health please don't hesitate to contact the school to speak with the nurse.

### **School Policy for Administration Of Medications During School Hours**

#### **Rules and Regulations:**

1. Medications should be brought to school by parents in their original container. Please do not send medication in baggies, pockets, foil, etc. The first dose of any new medication will not be administered at school in order to decrease the risk of an allergic reaction. Medication must be accompanied by a signed permission form outlining student's name, medication, date, dosage, time to be given, time of last dose if applicable, and the reason it is to be given at school. Prescription medication must also be in the original container with a pharmacy label or other directions written by your physician. You may fill out a medication permission form in the office if needed.
2. The nurse or principal's designee will administer the medication in compliance with the regulations.
3. If the doctor feels that it is necessary to administer medication during school hours a statement should be provided as to the time, the amount, the name of the medicine, and how often to give, also what type of reaction if any to expect. The doctor and the parent or guardian should sign the statement. This may also come in the form of a properly labeled prescription bottle from a pharmacy.
4. School personnel do not provide any non-prescription medication at anytime, unopened containers of over-the-counter medication may be provided by parents and given when accompanied by a written request from the parent or guardian. All medications must be

properly identified. Only one dose of an as-needed medication will be administered during any school day.

5. All medications, with permission slips must be brought to the nurse's office by a parent/guardian and stored in a safe, appropriate place. It is the student's responsibility to report to the health room at the time his/her medication is to be given.
6. Students are not allowed to bring medications to school. All medication need to be brought to the school office by a parent/or guardian.
7. Unused medications need to be picked up by a parent. Any remaining medications that have not been picked up by a week after school is out, will be disposed of properly.

**Other Considerations:**

- a. A physician may recommend that individual students are capable of assuming responsibility for their own medication. In such instances, the school district will not be responsible for the medication.
- b. Only one dose of an "as needed" medication will be administered during any school day. If symptoms are not relieved, parent/guardian will be notified.
- c. Due to the possibility of side effects and allergic reactions, the school will never administer the first dose of any medication.

**HEALTH WELLNESS POLICY**

The Grundy Co. R-V School District has a Board approved Health and Wellness Policy established for our students and staff which thoroughly outlines health and wellness activities and guidelines. Due to our Health & Wellness Policy no out of school candy sales will be permitted to take place in school.

**HOMEWORK**

Each child is responsible for completing and returning homework assignments, including make-up work from absences. Notes are sent home and procedures are explained at the beginning of the year for homework due dates and credits in various grades. Teachers want to work with parents to assure that all children complete their assignments in a timely manner.

Points will be deducted for late work per each class’s guidelines. Students who are continually behind or need supplemental instruction will utilize additional study times provided by the classroom teacher.

**HONOR ROLL**

The following requirements must be met to be eligible for Honor Roll:

1. Grades in Reading, Mathematics, English, Science, Spelling, and Social Studies must be a C or better.
2. These grades must average at least 3.00, no C-.
3. 3.00-3.66 for the Honor Roll and 3.67-4.00 for the Principal’s Honor Roll. Citizenship awards may be earned for grades K, 1, and 2.

Honor Roll: Grades must be a “C” or better in all core classes per quarter. Grades must average at least a 3.00 (on a 4.00 scale system) for honor roll; and a 3.67 or better for an “A” honor roll. No C-’s are permitted. The following method will be used in determining honor roll:

A: 4.00	A-: 3.67	B+: 3.33	B: 3.00
B-: 2.67	C+: 2.33	C: 2.00	C-: 1.67
D+: 1.33	D: 1.00	D-: .67	F: .00

Computations will be rounded off for Honor Roll to the hundredth place.

**4<sup>th</sup>-5<sup>th</sup> GRADE SPORTS ELIGIBILITY**

Students must have no failing grades in any class to be eligible for spring basketball and cheerleading. Students must have a current physical and proof of insurance on file with the school to be eligible to participate.

Students are expected to conduct themselves in a responsible manner.

**INSURANCE**

There will be an opportunity for you to purchase student activity insurance. A pamphlet and application will be sent home giving details of cost and coverage.

## **INTERNET USE STATEMENT AND NETWORK GUIDELINES**

All elementary students will be required to sign a Grundy Co. R-V School District Computer Network and Internet Acceptable Use Policy (AUP) on an annual basis in order to use the Network and Internet. Computer use and Internet access is a privilege, not a right. If the Computer Network Administrators determine a user is using the network/internet in an inappropriate manner, all privileges will be revoked. The decision of the computer Network Administrators is final; refer to the AUP policy and Board of Education Policies and regulations #6320 in regard to acceptable and unacceptable use and consequences for misuse.

## **NON-DISCRIMINATION STATEMENT**

Grundy Co. R-V School does not discriminate on the basis of race/color, creed/religion, or sex in services or opportunities provided to its students.

## **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences are scheduled after 1<sup>st</sup> quarter. Parents are urged to come in and conference with teachers regarding their child's progress in class. Conferences may be scheduled at other times at the request of parents, teachers, or administrators. Grade cards may be held a week following the scheduled day of conferences in order to allow time to reschedule missed appointments.

## **PARENTAL INVOLVEMENT**

We realize the valuable role that parents and grandparents play in their child's intellectual, emotional, physical, and social growth. We will offer many opportunities for involvement throughout the year and welcome volunteer assistance from patrons from the district who have met with and reviewed our Volunteer Guidelines with district administration.

Please Note: "As of January 1, 2005 all volunteers are required to have a complete background check at their expense. This is a new State and Federal mandate that Public Schools are required to follow."

## **READING SUCCESS PLANS**

All students will be screened for their reading skills in 5 areas: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Students will be screened using the i-Ready assessment. Based on this assessment students will be identified as “at-risk”. Students that are identified as “at-risk” will be given a Reading Success Plan.

A Reading Success plan will focus on improving reading skills in the 5 areas listed above. Students will be given targeted instruction in reading. The plan will consist of 3 specific reading goals that will be progress monitored throughout the year. Parents will receive a copy of the Reading Success Plan as well as progress reports throughout the year.

## **RECESS**

Recess is an important part of the school day. Students need fresh air whenever possible. It is important that students come prepared for the weather. Recess will be conducted outside as long as temperatures are above 32 degrees and the “feels like” temperature is above 25 degrees. Please make sure to send your child with an appropriate coat and hat/gloves if necessary.

## **RETENTION**

The Grundy Co. R-V Board of Education, Administration, and Faculty subscribe to the philosophy that promotions from grade level within the primary grades shall be based upon consideration given to fulfilling the educational needs of each individual child to the highest possible degree. By placing the child in the best educational environment to fulfill these needs, the Board of Education, Administration, and Faculty are promoting optimum intellectual, emotional, physical, and social growth. Parental input concerning retention will be given full consideration by the committee, however, should the child fail to progress at a rate he/she can achieve the K-5<sup>th</sup> grade level skills at 70% efficiency, that child will be recommended for retention. The final decision will be made by the teacher and administration to best meet the needs of the individual child. Parents will be involved and contacted according.

“Via Board Policy and regulations. In addition, mandatory retention due to a child’s reading level for grades third and fourth will follow the District’s Policy.” Refer to Grundy Co. R-V’s Student Academic Achievement for Promotion & Retention (Policy and Regulation 2520).

### **SAFE SCHOOL ACT Summary**

The Safe Schools Act is now law. Following is a summary of the act, provided to help students and parents understand the main features of the law now in place and the possible consequences should these laws be violated.

1. Weapons are forbidden on school grounds. One year suspension or expulsion required by this law. Weapons include all guns including BB guns or pellet guns, sling shots or knives. With blades 4 inches or longer and a list of others to items considered to be weapons. Weapons in vehicles violate this law whether loaded or unloaded parked on school grounds.
2. Administrators must report acts of violence to staff directly involved with the students committing the violent act.
3. Administrators must report felonies to the local law enforcement officials. These felonies include; murder, kidnapping, assault in any degree, rape, sodomy, burglary, robbery, distribution of drugs, arson, manslaughter, sexual assault, restraint, property damage in the first degree, and possession of a weapon. Please note that third degree assault is included in this reporting. Third degree assault in any unwanted contact a person may have with another. Threats that cause fear is considered a third degree assault offense.
4. School officials face class D misdemeanor charges for failing to report these incidents.
5. Schools must make serious offenses part of a student’s permanent record.
6. Students who represent a harm to themselves or other students according to findings and records of the principal may be immediately removed from the school.
7. Parents moving into a new district will be required to prove their residency in the district.
8. Students transferring into a district may not be admitted if in the opinion of the administration, according to records, the student is a danger to themselves or other students.



9. Waivers may be requested by parents moving into a district to prove residency.
10. Alternative schools may be set up by districts to house and educate disruptive students.

### **SAFETY MEASURES**

Our building has two safety mirrors to provide visual access of those entering the building. A door bell and camera are located at the east entrance. In order to gain entrance into the building, visitors must press the buzzer at the east entrance, and authorization to enter will be determined by administrative or office personnel.

All doors are locked to ensure student and staff safety. All parents/guardians are to enter the building by using the east door. Students are to be dropped off and picked up at the east door (except preschool), except on tutoring and sports activities nights where they are signed out and picked up at the west door.

Emergency drills are practiced routinely in preparation in case an actual crisis would ever occur. If an evacuation is warranted then students and staff will report to an alternative site and wait for further instructions.

Students are never to allow anyone in the building other than employees. We need all parents/guardians support and ask that everyone speak with their child(ren) about following this safety procedure.

### **SCHOOL FIGHT SONG**

Fight for the fame of Grundy R-V, now and forever; don't let her die. To our spirits we are bright; fight for the colors, black and white. Teamwork's the password to every game. Fight fair and square; honor its name. Grundy R-V depends on you so onward to victory. Rah! Rah! Rah!

Mascot- -Panther

Colors- -Black and White

## **SCHOOL PROPERTY**

Parents will be expected to pay for the replacement or repair of lost/damaged books or school property. The replacement cost will be based upon current catalog prices plus shipping and labor when applicable.

## **SEARCH AND SEIZURE**

Notice regarding searches including:

- a). Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.
- b). The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- c). The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- d). Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
- e). The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

Amendment of U.S. Constitution, Policy JFG

## **SMOKE FREE CAMPUS**

Grundy Co. R-V is a smoke free campus.

## **TITLE I SERVICES**

The Grundy R-V Elementary School is a Title I school. We provide Title I services in CA as needed for all students in the building. This is done through push-in or pull-out (small group or one on one).

## **TOYS/OUTSIDE ITEMS**

In the interest of safety and good study habits, children are not to bring knives, toy guns, bullets, water guns, radios, CD/MP3 players, toys, cell phones, electronic devices, or related products to school.

Any item turned into the principal will not be returned unless the parent/guardian comes by the office or asks in writing for their return.

Each student is responsible for his/her own possessions.

### **TUITION**

Out of the district tuition is set at the SAT (State Adequacy Target) or \$6,760.00.

### **VISITORS**

GRUNDY CO. R-V PRACTICES A NON-VISITATION POLICY.

Students are not allowed to invite visitors to the school during the school day with the exception of parents, guardians, or grandparents. Parents desiring to observe or be with their child in a classroom need to call and make arrangements with the principal ahead of time. Frequency and lengths of visits will be at the principal's discretion in order to keep distractions and interruptions at a minimal.

Walk-in visitors must report to the office upon arrival. Walk-in visitors will not be permitted to interrupt students or teachers during class time.

### **WEAPONS**

Any weapons on school grounds are prohibited and/or accessories.

## **Standard Complaint Resolution Procedure For Every Student Succeeds Act Program**

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

A complaint filed with the Department must be a written, signed statement that 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 five 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.

## **Public Notice- -Grundy County School District**

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, and 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 Grundy County R-V School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and a young child with a developmental delay.

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

The Grundy County R-V 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 the 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 with the Grundy County R-V School District. This notice will be provided in native languages as appropriate.

PLEASE SIGN THIS FORM TO CONFIRM YOU HAVE  
RECEIVED THE 2024-2025 STUDENT HANDBOOK  
AND HAVE REVIEWED ITS CONTENTS

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Parent/Guardian Signature

**Child's Name & Grade**

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