Missouri State University
Greenwood
Laboratory School

2009-2010
Parent/Student
Handbook

Approved by Missouri State University Board of Governors
June, 2007
I. Mission Statement

Consistent with the National Association of Laboratory Schools’ description of laboratory schools, Greenwood Laboratory School provides the opportunity for Missouri State University students and faculty to engage in clinical field experiences, experimentation, innovation, conduct research, information-sharing and staff development. Through these activities, Greenwood Laboratory School functions within the College of Education to create “a legacy of learning.” In addition, the mission of the Greenwood Laboratory School is consistent with Missouri State University’s public affairs mission in that Greenwood produces educated persons at the kindergarten through twelfth grade levels who are competent, confident, creative, caring and engaged citizens. This mission is fulfilled in collaboration with Greenwood families, Missouri State University as well as other educational institutions and the community.

II. Strategic Plan/Five Year Plan and Initiatives

In preparation for the 2008 Advanced Education/North Central accreditation review, Greenwood revised its Strategic Plan and developed a Five-Year Action Plan. The plan is organized around two areas of service. Service area one relates to “The Education of Youth” while service area two is directed toward “Collaboration with the Teacher Education Program at Missouri State University.” Greenwood completed its “Quality Assurance Review” in April, 2008 and has been awarded full accreditation.

Service Area 1: The Education of Youth

Initiative 1. Provide a high quality academic curriculum which develops students who are knowledgeable, creative, caring and engaged citizens.

Goal 1: Develop an innovative and comprehensive K-12 curriculum that meet or exceed national standards.

Initiative 2. Provide a high quality curriculum which enhances social, emotional, and physical development.

Goal 1. Develop curriculum to address the affective domain.

Initiative 3. Provide evaluations of student achievement that include using reliable and valid assessment tools.

Goal 1. Provide students the opportunity to demonstrate what they have learned through a variety of assessment strategies.

Initiative 4. Develop an appreciation for the responsibility of lifelong citizenship and global awareness.

Goal 1. Provide authentic opportunities for students to contribute to the community.

Goal 2. Provide opportunities for students nearing graduation to develop personal awareness of good citizenship including enhanced character, sensitivity to the community, contribution to society and civility in habits, thoughts, speech and actions.

Goal 3. Provide opportunities for students to increase their understanding of and respect for other cultures.

Initiative 5. Enhance learning performance of students through collaboration of students, teachers, and families.

Goal 1. Increase opportunities for dialogue among students, teachers, and families regarding student performance.
Goal 2. Provide an optimal learning environment for all Greenwood Laboratory School students.

Initiative 6. Integrate technology across the K-12 curriculum.

Goal 1. Provide opportunities to develop the essential technology skills in all students.

Service Area II: Collaboration with the Teacher Education Program of Missouri State University

Initiative 1. Assist the University in achieving its goal, “…to prepare professional educators capable of both designing and ensuring effective learning programs for diverse students in rural, suburban and urban school districts across our state and the nation.”

Goal 1. Provide varied classroom experiences for pre-service teachers.

Initiative 2. Serve as a site for experimental and innovative programs related to the education of K-12 students and pre-service teachers.

Goal 1. Conduct and disseminate results of studies regarding teaching and learning in a K-12 setting.

Initiative 3. Provide a milieu in which Greenwood Laboratory School and MSU faculties are role models in information exchange and collaboration.

Goal 1. Provide a structure for collaboration between Greenwood faculty and other MSU faculty.

III. Legal Status of Greenwood Laboratory School

Greenwood Laboratory School is a unit of the College of Education of Missouri State University. The legal status of Greenwood Laboratory School in regard to federal requirements involving the education of disabled students is as follows:

- Greenwood Laboratory School complies with Section 504 of the Rehabilitation Act of 1973. As such, Greenwood is responsible to provide reasonable accommodations for qualified individuals with disabilities.
- Greenwood Laboratory School will not, on the basis of handicap, exclude a qualified handicapped person if that person can, with appropriate accommodations, be provided an appropriate education as defined by Section 504 and its accompanying regulations, within Greenwood’s program or activity.
- While Greenwood will not discriminate against a qualified student with a disability in admission, or deny the benefits of a program or activity to a disabled student, by reason of the student’s disability, Greenwood Laboratory School is limited in providing specialized services due to the nature of the curriculum and instructional approaches which may be implemented in a laboratory school setting.
- In instances where assessment or specialized instruction is required, public school district qualified professionals will provide assessment, eligibility determination, service plan and specialized instruction for students enrolled at Greenwood.
- Greenwood Laboratory School complies with the public accommodation provisions of the Americans with Disabilities Act of 1990.
- Greenwood, as part of the University, complies with the requirements of Title VI and does not discriminate or exclude persons from activities or deny benefits on the basis of race, color, or national origin. There is no other provision of law that would require Greenwood to “balance” student composition.
- This Handbook supplements Board of Governors actions and Rules and Regulations regarding Greenwood Laboratory School. In the case of conflict, specific Board of Governors Bylaws or specific Board action will prevail. In those circumstances where Board Rules and Regulations (Part 11) are incorporated in this Handbook, the reference to the Section of the Rules and Regulations will be provided.
IV. **Notice of Non-Discrimination (11.03)**

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to applicable educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Siceluff Hall 296, 901 South National, Springfield, Missouri 65897, (417) 836-4252.

V. **Application and Admission Procedures**

A. **Kindergarten Application**

Greenwood Laboratory School, in accordance with state statutes, will accept students for kindergarten who are 5 years old before August 1. To enter first grade, students must be 6 years of age before August 1. The initial Kindergarten application is recorded and filed in the appropriate class based on the age of the student. The decision to delay a student’s placement will be based on the results of the Kindergarten screening and the professional judgment of Greenwood administration and faculty/staff. See Section V.E.1 for further information regarding screening and admission procedures for Kindergarten students.

B. **Notice of Vacancies**

Once an application has been filled out, it is not necessary to renew registration from year to year as applications are automatically carried forward to the next grade level according to the registration date.

When vacancies occur, the parent/guardian of prospective students will be contacted in order of the date of registration on their application. If the parent/guardian wishes to accept placement, the student will be considered in accordance with the screening procedures and admission standards.

C. **Registration Lists**

Three (3) registration lists are maintained in chronological order by the date of the application for registration in each category. The definition of each category follows:

- **Category I:** children of full-time MSU faculty or other full-time employees of the University as defined in the MSU Employee Handbook, particularly Section 8.4 Educational Opportunities: 8.4.a. Credit Course Fee Waivers.
- **Category II:** children of families who are not full-time MSU employees, but who have siblings currently attending Greenwood.
- **Category III:** other students who do not meet the specifications of Categories I or II.
Once a placement offer is declined, a new application must be completed in order to restore eligibility for future enrollment. The new application date will determine eligibility in the established chronological order of applications.

D. Class Size and Composition

An approximate class size of thirty (30) students will be maintained, as registration lists permit, in each grade level, third through twelfth grade. Twenty-five (25) students will be enrolled in the kindergarten class, twenty-six (26) students in the first grade class and twenty-eight (28) students in the second grade. Students will be admitted by date of registration with one-third of the students selected from each category.

Selections will be made as follows:

- **Category I**: Children of full-time MSU faculty and staff
- **Category II**: Siblings of current students who are not in Category I
- **Category III**: Students new to Greenwood who are not in Categories I or II

In each grade level, if any one of the three categories cannot be filled to one-third of the class enrollment, students will be enrolled from the other two categories based on the date of registration. Efforts will be made to balance the class enrollment based on the three categories. If any one of the three categories is unable to be filled due to an insufficient number of applications in that category, the vacancy/vacancies will be filled from the other two categories. Of the two remaining categories, the category with the lowest number of enrolled students will be the next category of selection from which applications will be taken in order to maintain a balance of students from each category in the class composition.

The Director of Greenwood Laboratory School and the Dean of the College of Education have discretion on student placement and class size at Greenwood, with discretionary appeal to the Vice President for Academic Affairs and the President of the University.

E. Screening and Admission Procedures

The following procedures will be followed to ensure a consistent review of each eligible student. Prior to acceptance, each applicant must meet all policies and standards (i.e., academic, discipline, etc.) that current Greenwood students must meet for continuous enrollment.

1. Screening

   a. Prospective students will be contacted by Greenwood to ascertain their interest in attending.

   b. Greenwood will mail a Release of Information form to the parents to send to their child’s current school. It is the parent’s responsibility to see that the information requested is sent to Greenwood.

   c. Additional testing to assess a student’s achievement level in Language Arts and/or math may be required for admission to Greenwood.

   d. The Director of Greenwood, Assistant Director of Greenwood and guidance counselor (team) will review transcripts and test scores, and may contact the student’s current and former teachers, counselor, administrator(s), etc.
e. The team may interview the student and/or parents, asking standard questions to each candidate.

f. The team may debrief and again review transcripts, test scores and comments from the former teacher(s).

g. The Director of Greenwood will make the final decision regarding admission.

- Greenwood Laboratory School, in accordance with state statutes, will accept students for kindergarten who are five (5) years old before August 1. To enter first grade, students must be 6 years of age before August 1.
- Approximately fifty students will be screened for admission to fill the positions available in kindergarten.
- If the parents decline the contract, a new application may be completed and filed for the next year’s kindergarten class. The new application will be filed chronologically according to the date it is received by the school.
- If the screening indicates the student is not ready to begin kindergarten, the Director of Greenwood, in consultation with the Dean of the College of Education, will decide placement.
- Kindergarten applications remaining in the file will be moved to the first grade application file for the following year and each successive year until placement is offered or declined.
- Parents whose children are not screened and drop the application may complete another application, which will be filed according to the child’s academic progress.

2. Admission (11.04.01)

Students shall only be admitted to Greenwood when they have demonstrated the required academic and citizenship requirements. (See also VIII, regarding education programs.) The Dean of the College of Education and Director of Greenwood Laboratory School are authorized to develop and distribute appropriate academic and citizenship requirements for admission into Greenwood.

Citizenship Standard

In addition to the other enrollment requirements set forth in this or other Board rules, no student shall be enrolled or re-enrolled in Greenwood when the Director of Greenwood or the Dean of the College of Education reasonably believes that the student poses a threat to himself/herself, other students or employees of the University or Greenwood.

Prior Criminal Conduct

No student shall be enrolled or re-admitted to Greenwood if:

- He/she has been convicted of any of the following acts in the State of Missouri, or similar acts in another state or foreign country; or,
  An indictment or information has been filed alleging that the student has committed one of these acts, to which there has been no final judgment in the State of Missouri, or similar acts in another state or foreign country; or,
- A petition has been filed pursuant to section 211.091, RSMo., or another state’s juvenile code, alleging that the student has committed one of these acts, to which there has been no final judgment; or,
- The student has been adjudicated to have committed one of the following acts in the State of Missouri, or similar acts in another state or foreign country:
Other Criminal Conduct

No student who is seeking to enroll in Greenwood and who has been convicted, indicted, pled guilty or adjudicated to have committed a felony criminal violation of state or federal law, shall be enrolled in Greenwood if the Director of Greenwood Laboratory School or Dean of the College of Education believes that the student’s presence in Greenwood will be prejudicial to the good order and discipline of Greenwood, and/or will tend to impair the morale or conduct of the pupils of Greenwood, and/or that the student’s conduct would have constituted a violation of Greenwood’s student discipline policies or guidelines if the conduct occurred while the student was enrolled in Greenwood.

(source: 11.04.1)

Prior Disciplinary Suspensions or Expulsions

No student will be enrolled in Greenwood when the student is under suspension or expulsion from the student’s previous school.

(source: 11.04.3)

Student Academic Standards

The Dean of the College of Education and the Director of Greenwood Laboratory School are authorized to develop appropriate academic standards for Greenwood, including but not limited to standards for admission, retention, promotion, involuntary termination of a student’s placement and graduation.

(source: 11.05)

- Score at or above the 50th percentile on a norm-referenced standardized test
- Demonstrate at or above grade level expectations in the following areas: writing
3. Conditions of Enrollment

The student will only be admitted to Greenwood Laboratory School upon recommendation of the Director of Greenwood and/or Assistant Director of Greenwood and when each of the following conditions is met:

- The Parental Contract Agreement Form is signed and returned by custodial parents, or both parents in the student’s household, or the student’s legal guardian(s).
- The initial tuition payment is made.
- The entire fee amount is paid.
- The required medical and/or immunization records are provided.
- The birth certificate and social security card are provided.

4. Appeal Process

Appeals regarding admission and continued placement may be made in writing to the Director of Greenwood Laboratory School for review. The appeal will be forwarded to the Dean of the College of Education, the Vice President for Academic Affairs, and the President of the University, whose decision is final.

VI. Tuition

Tuition is determined annually by the Vice President of Academic Affairs and approved by the Board of Governors. The entire amount of tuition is due each year by December 15. If the entire yearly tuition is not paid by the end of the fall semester, the student will not be enrolled for the spring semester. Any changes in tuition will be noted in the Parent Contract.

Parents/Guardians shall remain responsible for the entire tuition amount, and any portion paid or amount due shall not be refunded or excused upon the student’s withdrawal, suspension, expulsion, or removal from school for any reason with the exception of item “D” as listed below.

A. Payment Schedule, Finance Charges and Deadlines

On or before May 1 of the current school year, an initial deposit of $500 is required to ensure enrollment of the student for the following academic year. If the initial deposit and the signed Parental Contract are not received by the May 1 deadline, the position available to the student may be forfeited. When a student’s enrollment is forfeited, the student may be considered for re-enrollment pursuant to the admission policies for Greenwood.

If the entire amount of tuition is not paid at the time of enrollment on May 1, a finance charge will be assessed on the remaining balance on the next statement date. The remaining balance is due on the 15th day of the following month with the option of paying less than the total balance due. The rate of the finance charge for the remaining balance will be determined by the University and included in the parent contract.

Miscellaneous charges (e.g., library fines, band trips, etc.) incurred are due when billed. A finance charge will be assessed on the next statement date after a miscellaneous charge is first billed.

B. Default by Parents/Guardians or Student(s)
Failure to meet payment deadlines violates the Parent Contract and jeopardizes continued enrollment of the student. In the event the parents/guardians or student(s) elect to discontinue attendance at Greenwood, or if default is made in payments, or if the parents/guardians or student(s) breach any term contained in the Parental Contract or the Parent/Student Handbook, the student is subject to appropriate action, including withdrawal of the privilege to attend Greenwood.

C. Financial Obligation of Parents/Guardians

Parents/guardians agree that all amounts due under the Parental Contract, including damages for its breach, shall be paid in Greene County, Missouri, and any legal action to enforce the obligations contained in the Parental Contract may be brought in the courts of Greene County, Missouri. If the obligations of the Parental Contract are not fulfilled pursuant to the terms stated therein, parents/guardians agree to pay reasonable collection costs and attorney’s fees sustained due to collection efforts.

D. Refund of Tuition Prior to the School Year Being Completed

When a student withdraws prior to August 1, parents may be eligible for a refund of tuition paid if:

- The withdrawal of enrollment is completed prior to the deadline of August 1 of the current school year and another student from the registration list accepts the invitation to enroll and pays the initial deposit.
- The class from which the student is withdrawing is at full enrollment as determined by Class Size specifications.

The Director of Greenwood, in consultation with the Dean of the College of Education, has discretion to consider refunds based on extenuating circumstances that can be verified through appropriate documentation.

E. Encumbrances

In accordance with MSU policy, a hold will be placed on a student’s record/report card/transcript for a variety of reasons such as unpaid tuition or fines, failure to return books, uniforms, equipment, etc. An unpaid bill may result in the student or member of the student’s family not being allowed to enroll at MSU.

VII. Fees

Fees are determined annually by the Vice President of Academic Affairs and approved by the Board of Governors. The entire amount of fees is due each year by May 1 of the current school year. Any changes in fees will be noted in the Parent Contract. Prior to the end of the school year, parents will be notified of the elementary and secondary fees for the following year.

Secondary students enrolled in extracurricular activities pay a designated fee per activity. This fee will be forfeited if the student drops from an extracurricular activity once it has started. This includes the first day of practice.

VIII. Organization

A. Elementary Program

Greenwood has one class for each grade level, kindergarten through sixth. In each class, the core subjects of language arts, mathematics, science and social studies are taught. The methods of instruction emphasize the development of critical thinking and inquiry
based on constructivist theories rather than rote learning. The rigorous curriculum, which is determined by the Greenwood faculty, emphasizes the application of learning through hands-on activities.

To facilitate this kind of instruction and learning, grades 3 through 6 have been equipped as eMINTS (enhancing Missouri’s Instructional Networked Teaching Strategies) classrooms. This program, sponsored by the Department of Elementary and Secondary Education (DESE), and the Missouri Research and Education Network (MOREnet), transforms elementary classrooms into places where teachers and students use multimedia technology to better understand the world, work together and achieve at higher levels. The Office of Social and Economic Data Analysis (OSEDA) serves as the principal investigator for the project and has verified that significant gains in achievement have been realized in eMINTS classrooms.

Elementary students receive instruction from specialized teachers in the following areas: music, art, wellness, library, Spanish, guidance, and computer science.

In each classroom, students will benefit from interacting with university pre-service teachers. One or more pre-service teachers may be assigned to faculty members based on 8 week sessions.

1. Minimum Standards for Elementary Students

Greenwood Laboratory School prides itself on rigorous learning expectations that emphasize both content and process at each grade level. Students are expected to demonstrate and maintain a level of mastery that leads to success in a sequential course of study. Each elementary faculty member will provide written learning expectations for that grade level to the parents. Greenwood students are required to take responsibility for their own learning.

- Students, grades K-2, must maintain a satisfactory level of achievement in each subject in order to ensure success in the present and subsequent grade levels. Students, grades 3-6, must maintain a 70% average in each subject in order to ensure success in the present and subsequent grade levels.

  When a student is performing below learning expectations, the teacher will communicate to the student and parents the student’s difficulties in mastering the minimum concepts and skills and/or demonstrating appropriate classroom behaviors. The communication will include a written student performance plan that identifies the area(s) for improvement, resources, actions and responsibilities of the teacher, counselor and parent. A copy of the performance plan will be provided to the parent and placed in the student’s file. The plan will be reviewed and approved by the Director of Greenwood or the Assistant Director of Greenwood prior to the parent conference.

  Appropriate interventions, as identified in the student’s performance plan, will be provided to the student if performance does not meet or exceed learning expectations on a continuing basis. The classroom teacher, elementary counselor and parent(s) will review the student’s progress in meeting grade level learning expectations identified on the performance plan each trimester. When the student meets grade level learning expectations on a continuing basis, the performance plan will be discontinued.

  A student may be dismissed from Greenwood for not meeting minimum standards for elementary students.

  When a student is identified as in need of special academic modifications, the school assistance team will meet and decide if a 504 Plan or Individual Educational Program Plan is appropriate.

- Students must comply with Section XI, Student Conduct and Disciplinary Code.
B. Secondary Program

Greenwood offers secondary core classes in English, mathematics, science and social studies that are designed for college bound students. Other course offerings are available in foreign language, fine arts, practical arts, wellness, and computer science. Dual enrollment in courses that receive both high school and college credit is available for qualifying juniors and seniors.

1. Classification of Students
Classification of students occurs on an annual basis. Students who have satisfactorily completed and been promoted from the eighth grade in an accredited school will be classified as ninth graders. The classification of students above the ninth grade will be determined by the number of units successfully completed at any given time.

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<thead>
<tr>
<th>UNITS OF CREDIT</th>
<th>GRADE</th>
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<tr>
<td>Less than six units</td>
<td>9th</td>
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<td>Six, but less than twelve units</td>
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<td>Twelve, but less than seventeen units</td>
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<td>Seventeen or more units</td>
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2. Graduation Requirements

The successful completion of twenty-four (24) units, the Graduation Exhibition* and four (4) Service Learning Merits** during the ninth, tenth, eleventh and twelfth grade years are required for graduation and include the following:

- **English**: 4 units
- **Social Studies (Including Missouri & United States Constitution tests)**: 3 units
- **Math**: 3 units
- **Science**: 3 units
- **Fine Arts (Art, Vocal Music, Instrumental Music)**: 1 unit
- **Practical Arts (Business Procedures, Media, Internship)**: 1 unit
- **Wellness**: 1 unit
- **Physical Education**: 1 unit
- **Personal Finance**: 1/2 unit
- **Health Education**: 1/2 unit
- **Electives**: 7 units

Total Required for Graduation: 24 units

*Graduation Exhibition: All seniors must attain a level of Proficiency on three components of the Graduation Exhibition PRIOR to being awarded a high school diploma or participating in the graduation ceremony: Written, Public Speaking and Gamma. The gamma component will offer analysis of some portion of the research topic through a creative multi-media presentation.
As a requirement for graduation, each senior at Greenwood Laboratory School is required to exhibit his/her ability to:

- Communicate effectively in writing
- Communicate effectively in speaking
- Think critically
- Access information from a variety of sources
- Express ideas creatively

To display these abilities, each senior will plan, develop and present an exhibition that focuses on an authentic issue/research topic that is analytic and interdisciplinary in nature. The student will explore the issue and defend a related position. Each exhibition will reflect extensive research using a variety of sources and will include:

- Written Component
- Public Speaking Component
- Gamma Component (demonstrates analysis of the issue through a creative, multimedia presentation.)

Seniors with a distinguished level of performance on their Graduation Exhibition will receive special recognition at Honor Day and on their diploma.

Refer to the Senior Exhibition Manual under separate cover for specifications.

**Service Learning Merits:** In addition to other graduation requirements, students are required to earn four Service Learning Merits. The merits are earned in four designated courses, one each year, in grades 9-12. Beginning with the freshman year, one or more required courses each year will be deemed a Designated Public Affairs Course in the Greenwood Program of Studies. Each designated course will include an embedded service learning activity as part of the regular course curriculum. Upon successful completion of these public affairs courses and the other graduation requirements, the student will receive a Public Affairs Scholars Diploma. Students electing to earn the Public Affairs Honors Diploma will successfully complete four Honors Merits in addition to meeting all requirements for the Scholars Diploma.

Refer to the Public Affairs Scholars Diploma Handbook under separate cover for specifications.

3. Minimum Standards for Secondary Students

- Comply with Section XI, Student Conduct and Disciplinary Code
- Meet the requirements of Section XVI, Academic Progress-Secondary, Section L, Continuing Placement

IX. General Information

A. Emergency Procedures

Greenwood conducts fire, tornado and security lockdown drills. Students are to follow the instructions of their classroom supervisors in the event of drills or actual emergencies. Any injury received in such situations does not in any manner make Greenwood or Missouri State University faculty or staff liable.

B. Homework Requests

Elementary homework requests must be made through the Greenwood office by 10:00 a.m. in order to receive the assignments by 3:00 p.m. that day. Secondary courses are available on Missouri State’s ‘blackboard’ system. Secondary students should refer to their class blackboard
C. Observation Rooms

Many classrooms have an adjoining observation room. These rooms are provided for University student, peer, and administrator or colleague observations. Teachers may request that parents observe their student in a classroom setting.

Parents must make prior arrangements with teachers if they wish to make a classroom visit or observation.

D. Books and Supplies

Elementary K - 6: Before school begins in the fall, each elementary teacher will send a letter to the child and parents listing the books and supplies to be purchased.

Secondary 7 - 12: Students are responsible for obtaining the proper materials for each class. Books are available for purchase at the Baker Bookstore on the MSU campus.

E. School Pictures

School pictures of all students are taken during the first quarter of the school year. School pictures appear in the Greenwood yearbook. Group (class) pictures are taken in the spring. Pictures are available for purchase by the parents.

F. Directory Information

Periodically, requests are received for what is commonly called “student directory information.” Directory information may be prepared for mass release (school yearbook, school directory, athletic programs, summer camps, PTA Directory, etc.) unless parents, guardians or eligible students indicate they do not wish the information disclosed. Directory information means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy, if disclosed. Parents must notify the Greenwood office by September 1 of the current school year to prevent the release of directory information about their child.

Directory information includes, but is not limited to, the following items:

- Name of student
- Present address
- Electronic mail address
- Telephone number
- Name of parent, stepparent and/or guardian
- Sex
- Photograph
- Dates of attendance
- Grade level
- Degrees, honors and awards received
- Weight and height as a member of an athletic team
- Present school or most recent education agency or institution attended

G. Medication

Prescription and non-prescription medications may be administered during school hours if the medications are in their original container and the medication authorization form (Non-injectable Medication Authorization Record), which is available in the office, is properly filled out and
returned to the office. For more information, see XII. Health and Safety.

Distribution of Medication
Selling, dispensing or distributing any medication by students may be grounds for disciplinary action including suspension or dismissal from Greenwood Laboratory School.

H. Transportation Procedures

When circumstances warrant and funds are available, Greenwood will provide transportation for students to and from off-campus activities. Transportation approved by MSU will be provided. Approved vehicles are to be driven by properly licensed Greenwood or MSU faculty/staff. Transportation for extracurricular activities will not be provided to Ozark, Nixa, Republic, Willard, Rogersville, Stafford, Springfield schools, or any school within 20 miles of Springfield. Parental permission slips are required for destinations that are specified as being off the MSU campus. Greenwood faculty should understand they are potentially personally liable for any injury or personal damages if they transport students in their personal automobile. When it is not feasible for the school to provide transportation, provision of transportation is the responsibility of the parents. Greenwood will attempt to advise students and/or parents of their responsibility to provide their own transportation or carpooling arrangements. This will oftentimes be the circumstance for smaller secondary student groups going on short trips within or near Springfield. (Examples: debate squad, golf, tennis)

Parents must provide a written note to the coach/sponsor/instructor if they want their child to ride home with them or another parent from a school sponsored activity. The note needs to be given to the coach/sponsor/instructor prior to the event.

I. Field Trips

Elementary and secondary students must have a release form signed by a parent to be eligible to go on a field trip sponsored by the school. If the student is unable to participate in the field trip, the parent will assume responsibility for the child. Under no circumstances will a Greenwood student be allowed to drive his/her own car on a field trip. Parents volunteering to supervise on a field trip are to park their vehicle in the University Park ‘n Ride facility, located on Cherry Street. Arrangements for parking will be made by the teacher.

J. Student Use of Motor Vehicles

Students driving a vehicle to school must register their vehicle with the MSU Parking Administration office, located at 700 E. Elm, and purchase the proper parking permit. Designated parking spaces will be provided and are subject to change from year to year. Students are not to be in their vehicle (or any other vehicle) during the school day without permission from the administration. Parking is prohibited in the front driveway, back driveway or on lot 8. Parking in these areas will result in ticketing, clamping or towing. Improper use of a motor vehicle may result in loss of parking privileges.

K. Temporary Visitor Parking

Temporary visitor parking hangtags can be obtained in the main office. Visitor hangtags are limited to one per parent. The hangtag allows visitors to park in the five parking spaces for thirty minutes on lot 8 marked “Visitor Parking”. Students are not permitted to use the visitor parking hangtags.
If a visitor needs to be at school for an extended period of time, please contact the office for parking assistance. Parents volunteering to supervise on a field trip are to park their vehicle in the University Park 'n Ride facility, located on Cherry Street.

Parking is prohibited in the front driveway, except as posted, and back driveway at all times. Parking in these areas will result in ticketing, clamping or towing. The back driveway is not to be used as a student drop off or pickup area by parents or others.

L. Lockers and Locks

Lockers and locks are the property of Greenwood and the University. As such, Greenwood has the right to inspect student lockers at any time, with or without notice. Each secondary student is assigned a locker. Each student is assessed a non-refundable locker fee approved annually by the MSU Board of Governors. Students must sign a locker agreement form when their locker is assigned and are responsible for all damage to their lockers. Students will be provided a lock in Wellness classes and will be charged a fee for lost locks. The fee is determined annually by the Wellness faculty. Book bags and personal belongings should not be left in the hallways.

M. Phone

Students may use the phone in front of the main office with office permission for local calls only. The use of cell phones is prohibited during class time per MSU policy. Secondary students may use cell phones in-between classes, during the lunch period or before or after school. Elementary students are not to use a cell phone during the school day.

N. Messages

Secondary students should check the student bulletin board for messages. The bulletin board is located to the left of the conference room.

O. Food Service

1. Lunch: Modified Open Campus

Students in grades 9 through 12 may choose to eat lunch in the Greenwood cafeteria or at any MSU dining facility only. All students who choose to dine at Greenwood must eat in the cafeteria. Students are not to loiter in parking lots, residence halls, student union, any of the MSU dining facilities, or any other unauthorized areas of the University. Students are not permitted to leave the MSU campus nor are they permitted to drive anywhere during the lunch period. Parent notes will not be approved for this purpose.

The open campus lunch privilege will be withdrawn if:
- Parents request revocation of the privilege in writing.
- Students leave the MSU campus without proper permission
- Disciplinary measures direct such action.

Outside food deliveries from companies/businesses ordered by students for personal consumption are discouraged. Outside food deliveries may be ordered by teachers for student group meetings, etc., per MSU policy and with the Director or Assistant Director’s permission.

2. Elementary/Secondary Lunches—Zip Cards
All students are issued a ZIP card that acts as a debit card. All student lunches will be charged against their University account. The account will be under the child’s name and social security number. Parents may deposit money into their student’s ZIP card account at the Bursar’s office in Carrington Hall, by phone, by mail or on-line.

Lost cards will be replaced for a designated replacement fee. If a card no longer functions due to “normal” use, it will be replaced at no cost. If a card has been damaged by misuse, a replacement fee will be assessed. Please contact the Greenwood office for the proper procedures to follow. (Revised 6-14-01)

3. Lunch Prices

Lunch price information is included in the summer mailing.

4. Free and Reduced Lunches

Free or reduced lunches are available upon state approval. Please contact the Greenwood office for eligibility guidelines and forms.

P. Course Syllabus

During the first week of each course, faculty will distribute a course syllabus to students. The syllabus will contain but not be limited to the following information:

- Course name and description
- Instructor’s name
- Course goals and objectives
- Grading system
- Required textbook(s) and resources
- Notice of non-discrimination
- Cheating and plagiarizing policy
- Cell phone use
- Other relevant information that is course specific

Q. Limited Public Forum

This policy is designed to afford secondary school non-curricular student groups at Greenwood equal access and a fair opportunity to conduct meetings within a limited open forum during non-instructional time in compliance with the Equal Access Act.

Policy Statement (11.09.1)

Greenwood shall not deny access or a fair opportunity to, or discriminate against, any secondary students who desire to conduct a meeting within the limited open forum established by this policy and at the building level. This policy does not apply to meetings held as a part of curricular or other school sponsored activities.

Definitions (11.09.2)

1. The term “secondary school” means the portion of the Greenwood building which is used to educate secondary students.
2. The term “secondary students” means any student enrolled in grades 7 - 12 at Greenwood.
3. The term “sponsorship” includes the act of promoting, leading, or participating in the
meeting. The assignment of a teacher, administrator, or other Greenwood employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.

4. The term “meeting” includes those activities of student groups which are permitted under Greenwood’s limited open forum and are not directly related to the school curriculum.

5. The term “non instructional time” means the period of time thirty (30) minutes before the first class of the school day and forty-five (45) minutes after school is dismissed and is further limited to days when school is in session in the secondary school.

6. The term “non student” shall mean any person who is not a secondary student and/or not enrolled in classes at Greenwood.

Student Use of Limited Open Forum (11.09.03)

Secondary school non-curricular student groups at Greenwood may use designated rooms in the school for limited open forum meetings under the following conditions:

1. The meeting is voluntary and student-initiated.

2. There is no sponsorship of the meeting by Greenwood, the University, the government, or its agents or employees.

3. Employees or agents of Greenwood, the University or government are present at religious meetings only in a non-participatory capacity.

4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within Greenwood.

5. Non-students may not direct, conduct, control, or regularly attend activities of the student groups.

6. A supervisor may be assigned, at the discretion of the Director of Greenwood, to maintain order and discipline, protect the well-being of students and faculty and to assure that attendance of students at such meetings is voluntary.

7. The Director of Greenwood may designate the area in the building to be used.

8. All student group meetings covered by this policy shall be scheduled through and approved by the Director of Greenwood at least forty-eight (48) hours in advance of the proposed meeting.

9. Use of the building’s public address system, posting notices, or other advertisement of a student group meeting covered by this policy on Greenwood property must have approval of the Director of Greenwood.

10. Fund raising events are not allowed.

Prohibitions (11.09.04)

Nothing in this policy shall be construed to authorize Greenwood or its employees

1. To influence the form or content of any prayer or other religious activity;

2. To require any person to participate in prayer or other religious activity;

3. To expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

4. To compel any Greenwood employee to attend a meeting if the content of the speech at the meeting is contrary to the beliefs of the employee;

5. To sanction meetings that are, otherwise unlawful;

6. To limit the rights of groups of students which are not a specified numerical size; or

7. To abridge the constitutional rights of any person.

X. Attendance Policy
A. Attendance Philosophy

Since instruction and learning is compacted to approximately 161 instructional days, maximizing student contact time with faculty is essential to the academic success of the student. Embedded in the philosophy of the school and the Public Affairs mission of the University is that the student takes responsibility for his/her attendance. Attendance expectations are reinforced by the compulsory attendance statute of the State of Missouri and by Greenwood policies approved by the Board of Governors.

B. Attendance Procedures and Guidelines

1. Definitions

   - Truancy: An elective absence which was not approved in advance by parents or by school officials. Work missed because of truancy may not be completed for credit. Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

   - Suspension: An absence required by school authorities as disciplinary action for inappropriate student behavior. One of the consequences of suspension from school is the lost opportunity for learning. Students are not allowed to receive credit for make-up work missed due to suspension. Assignments such as major term projects, major exams, final exams, etc., which generally exceed the time reference of the suspension, should be accepted by a teacher for credit.

   - School Activities: Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent. Students who choose to participate in extra-curricular activities resulting in classes missed are allowed to make up all missed assignments. Homework, due on the day of the anticipated absence, should be turned in to the teacher prior to the absence.

   - All Other Absences: All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student’s total number of days absent.

   - Make-Up Work: Students are responsible for obtaining and completing make-up work. Students should access their online blackboard account for class assignments.

   - Class Participation Factor: Up to 10% of the semester grade in any class may be determined by class participation. Class participation may include such factors as attendance, punctuality, student preparation, contributions to the class learning environment and cooperative attitude. The exceptions to this 10% maximum class participation factor are physical education and fine arts classes, which due to their nature, use a greater class participation factor previously approved.

2. Attendance Guidelines

   2a. Daily Absence Reporting

   A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. Elementary teachers are to report attendance electronically to the office each morning. Secondary teachers are to report attendance electronically to the office at the beginning of each period.
b. Parents should notify the office each day a student is absent. Students not excused from school by parents may be considered truant.

c. If the parent of a secondary student fails to notify the school, the school will contact the parent.

d. Students who return to school without a parent’s written or phone excuse may be considered truant until the parent can be contacted to verify the absence.

e. All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student’s days absent.

f. The school encourages doctor and dental appointments after school hours whenever possible.

g. Students who leave during the school day without prior parental consent and without checking out through the office are considered truant. Students must have parental consent and check out of school through the office to be properly excused.

h. Parents should notify the school if a student will not arrive at school on time. Students who are late must sign in at the office and get an admittance slip.

Special Events

Occasionally, events or activities of a specific nature arise that provide great opportunity to students and require extended absences from school. Should this occur, the school will cooperate to the extent possible to assure the opportunity for these activities. When such absences are anticipated, the parent must contact the school office in advance of the absence. The purpose of such contact verifies the absence with the Director of Greenwood and/or Assistant Director of Greenwood.

Make-up Work

Make-up work is permitted and is graded for full credit for all absences with the exception of truancy and suspension. It is the student’s responsibility to check with the teacher(s) as to work missed during the absence and the procedure to follow. When absences are anticipated, the student will contact his/her teacher(s) to determine what assignments are to be completed during the absence. See each individual teacher’s syllabus for make-up work policy.

C. School Hours

1. Elementary students attend school from 8:30 a.m. to 3:05 p.m.
2. Secondary students attend school from 8:00 a.m. to 3:05 p.m.

D. Arrival Guidelines

1. Elementary Students

   Elementary students are to arrive at Greenwood after 8:15 a.m. through the north doors. Parents dropping off their children in the circle drive are not to park and leave their cars. Students arriving before 8:15 a.m. are to report to the cafeteria. Elementary classroom doors will be unlocked at 8:15 a.m. at which time students should go directly to their classrooms where they are to remain until school begins.

2. Secondary Students

   Secondary students arriving at Greenwood are to enter through the west or north doors. Students need to be in their classrooms prior to 8:00 a.m. Once students arrive, they may
not leave the Greenwood Laboratory School grounds for any reason without following attendance guidelines for leaving school or the permission of the Director of Greenwood and/or Assistant Director of Greenwood. Secondary students arriving early may use the dining facilities at Hammons House for breakfast.

E. Dismissal Guidelines

1. Parents’ Responsibility

Parents should be prompt when picking up their child/children. If an extenuating circumstance occurs, parents should contact the teacher or office so that arrangements can be made for the care of the child/children. Parents are responsible to see that their children are delivered personally into the care of a Greenwood teacher or designee.

2. Elementary

A teacher or designee will accompany all grades to an area designated for their grade on the sidewalk. Kindergarten pick-up will be located directly in front of the north elementary door with first through sixth grade students lining the sidewalk to the west. All elementary students must give a written note to the teacher when they are to ride home with someone other than their regular ride. This is imperative for the safety of your child. If your child does not have a written note, he/she will not be allowed to ride home with another person.

Students who are not picked up by 3:20 p.m. will be taken to the school office. Springfield Family Y provides an afterschool child care program at Greenwood known as Jay Care. Parents register for Jay Care at the Springfield Family YMCA branch, the G. Pearson Ward branch or the Pat Jones branch. Registered students go to Jay Care immediately upon dismissal at 3:05 p.m. daily.

3. Secondary

All secondary students will be dismissed at 3:05 p.m. Students waiting for parental pick up should go out the west doors.

F. Supervision of Students

School personnel provide supervision for elementary students 15 minutes before the beginning of classes and 15 minutes after the close of classes each school day.

XI. Student Conduct and Disciplinary Code

Consistent with the Public Affairs mission of Missouri State University, Greenwood Laboratory School students have a reputation for exercising self-control and making good decisions.

A. Greenwood General Philosophy (11.06.1)

Greenwood has the responsibility to prepare students for roles as productive adults in a democratic society. In order to accomplish this goal, there must be mutual respect, trust, commitment, and cooperation among the students, parents, faculty, and community.

Greenwood students must respect authority and the rights of others and be able to work and cooperate with both peers and adults. The Greenwood faculty will assist students in attainment of these goals, as deemed appropriate, for the students’ age level and maturity. Students are expected to exhibit appropriate school behavior at all times.
Greenwood has the responsibility to protect the rights of students. Through a cooperative effort, students, parents and school personnel shall ensure the maintenance of an effective learning environment for all students. The atmosphere of the school must be conducive to education.

The Dean of the College of Education and Director of Greenwood are authorized to develop and distribute an appropriate scope and sequence for the Student Rules contained in these Board Rules. Additionally, the Dean of the College of Education and Director of Greenwood are authorized to develop and distribute additional student rules as they deem necessary which are not in conflict with the Student Rules established by the Board.

B. Student Rules (11.06.2)

It is the responsibility of each student to obey the Student Rules in this handbook. Failure to comply with these rules will result in disciplining the student up to and including involuntary termination of the student’s placement at Greenwood. The Greenwood student rules apply to student conduct (1) on University Property; or, (2) during any Greenwood sponsored or directed activity; or, (3) in the immediate vicinity of University property, during, immediately before or immediately after school hours. Students and parents are on notice that students may receive discipline for conduct away from school or in non-school activities which have the potential to affect the general good order and discipline at school. Greenwood’s policies and procedures apply to students at school and school sponsored or related activities.

Student Discipline Guidelines

The scope and sequence of Greenwood Laboratory School’s student discipline guidelines are as follows:

- Detention may be utilized instead of in-school suspension days.
- Whenever a student receives a ten (10) day out-of-school suspension from the Director or Assistant Director, the Director or Assistant Director may also recommend to the Dean of the College of Education that the student’s summary suspension be extended up to one hundred eighty (180) days or that the student be expelled from Greenwood Laboratory School.
- When possible the Director or Assistant Director will avoid having students miss class for disciplinary purposes by utilizing other types of detention.
- The Director of Greenwood Laboratory School reserves the right to modify disciplinary consequences.

1. **Alcohol/Drugs**: Is defined as the use, possession, sale or distribution of alcoholic substances or being under the influence of alcoholic substances, as defined more fully in Rule 11.06.3.

   **Discipline**:

   a. **Possession or Use**

      1st  10 days OSS
      2nd  10 days OSS with recommendation for extended suspension and/or expulsion

   b. **Sale or Distribution**

      1st  10 days OSS*
      2nd  10 days OSS with recommendation for extended suspension and/or expulsion

2. **Arson**: Arson is defined as the intentional and knowing use of fire of school property which may or may not cause damage to school property or property of others; or, the attempt to commit arson. Arson violations are divided into two categories:

   - **Class I Arson Offense** – Characterized by arson which causes no appreciable property damage, injury to persons or interruption to the educational or extra-curricular process; or, an attempt to
commit arson.

- **Class II Arson Offense** – Characterized by arson which causes property damage, injury to persons or interruption to the educational or extra-curricular process.

**Discipline:**

  a. **Class I Arson Offense**
     
     1\(^{st}\) 1-3 days OSS
     
     2\(^{nd}\) 4-10 days OSS*

  b. **Class II Arson Offense**
     
     1\(^{st}\) 10 days OSS*
     
     2\(^{nd}\) 10 days OSS with recommendation for extended suspension and/or expulsion

3. **Assaultive Behavior**: Assaultive Behavior is generally defined as intentionally or recklessly causing physical injury to another. Assaultive Behavior is divided into six categories.

- **Class I Assaultive Behavior Offense** – Is defined as assaultive behavior that does not meet the definition of a Class II Assaultive Behavior Offense toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct.

- **Class II Assaultive Behavior Offense** – Is defined as assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which causes significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person).

- **Class I Fighting** – Is defined as physical conflict involving two or more participants which does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict.

- **Class II Fighting** – Is defined as physical conflict involving two or more participants, which cause significant physical injury, as defined above, to any person engaged in the physical conflict.

- **Threatening to Fight** – Is defined as expression of the intent to engage in assaultive behavior toward another.

- **Assaultive Behavior Toward School Personnel** – Is defined as assaultive behavior toward a school district employee whether the conduct occurs on or off school property; or threatening to engage in assaultive behavior toward a school employee whether the conduct occurs on or off school property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off school property.

- **Assaultive Behavior Toward Non-Students** – Is defined as assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, law enforcement personnel; or threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school property or at school sponsored event.

- **Threats of Violence Toward a Person** – Is defined as the verbal, written or physical communication of a threat:

  1. to inflict serious physical injury or death upon any person; or,
  2. to bring a Class III Weapon or a Class II Explosive Device onto school property or the immediate vicinity thereof; or,
  3. to possess a Class III Weapon or Class II Explosive Device while traveling to or from school; or,
  4. to bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the school for the transportation of student; or,
  5. to bring a Class III Weapon or a Class II Explosive Device, to a school-sponsored or school-directed activity; or,
  6. to use a Class III Weapon or a Class II Explosive Device upon any person.

- **Threats of Violence Involving Property** – Is defined as the verbal, written or physical
communication of a threat to inflict serious property damage upon school property or property which is located on school property by use of a Class III Weapon; or a Class II Explosive device; or by use of fire.

Discipline:

a. Class I Assaultive Behavior Offense
   1st 3-5 days ISS/OSS
   2nd 6-10 days OSS*
   3rd 10 days OSS with recommendation for extended suspension and/or expulsion

b. Class II Assaultive Behavior Offense
   1st 5-10 days OSS*
   2nd 10 days OSS with recommendation for extended suspension and/or expulsion

c. Class I Fighting
   1st 3-5 days ISS/OSS
   2nd 6-10 days OSS*
   3rd 10 days OSS with recommendation for extended suspension and/or expulsion

d. Class II Fighting
   1st 5-10 days OSS*
   2nd 10 days OSS with recommendation for extended suspension and/or expulsion

e. Threatening to Fight
   1st Conference, counselor intervention, to 1 day OSS
   2nd 2-5 days OSS
   3rd 6-10 days OSS*

f. Assaultive Behavior Toward School Personnel
   1st 10 days OSS with recommendation for extended suspension and/or expulsion

g. Assaultive Behavior Toward Non-Students
   1st 10 days OSS with recommendation for extended suspension and/or expulsion

h. Threats of Violence Toward a Person
   1st 10 days OSS with recommendation for extended suspension and/or expulsion

i. Threats of Violence Involving Property
   1st 1-10 days OSS with possible recommendation for extended suspension and/or expulsion

4. Cheating: See MSU policy related to cheating and/or plagiarism.

5. Computers, Unauthorized Use: Unauthorized use of computers is divided into three categories:

   • Unauthorized Use of a Computer – Is defined as the use of computer or computer system to access, without authorization, a data base, computer network or computer system owned by the school or an employee of the school; or use of a school computer to access, without authorization, a data base, computer network or computer system owned by the school or any other person or entity; or use of a computer at school to download or review data or other materials from a data base, computer network or computer system, with or without authorization, when access or downloading such data is prohibited, is pornographic or advocates violence or civil disobedience.

   • Tampering with Computer Equipment or Data – Is defined as the unauthorized: (a) modification or destruction of data or programs residing or existing internal to a computer, computer system or computer network; or (b) modification or destruction of programs or supporting documentation
residing or existing external to a computer, computer system or network; or disclosure or taking of data, programs or supporting documentation residing or existing internal or external to a computer, computer system or computer network to intentionally examine information about another person or entity.

- **Inappropriate Use of Computer** – Is inappropriate use of computer not otherwise defined in A or B in the above bullet.
  
  Security Report must be written by a University Public Safety Officer (Tampering with computer equipment or data only).

  **Discipline:**
  
  a. **Unauthorized Use of a Computer**
     1\(^{st}\) 3-5 days ISS
     2\(^{nd}\) 6-10 days ISS*
  
  b. **Tampering with Computer Equipment or Data**
     1\(^{st}\) 5-10 days ISS*
     2\(^{nd}\) 10 days OSS with recommendation for extended suspension and/or expulsion.
  
  c. **Inappropriate Use of Computer**
     1\(^{st}\) Conference to 2 days ISS
     2\(^{nd}\) 1-3 days OSS

6. **Defiance of Authority or Disrespect for Authority**

- **Defiance of Authority/Insubordination** – Is defined as refusal to comply with a reasonable request or direction of school personnel or others in authority where there is no expressed disrespect for authority.

- **Disrespect for Authority** – Is defined as overt conduct which exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any school employee during or in conjunction with any school-sponsored or school-directed activity either on or off school or school property.

  **Discipline:**
  
  a. **Defiance of Authority/Insubordination**
     1\(^{st}\) Conference to 2 days ISS
     2\(^{nd}\) 2 days ISS to 1 day OSS
     3\(^{rd}\) 3 days ISS to 3 days OSS
     4\(^{th}\) 10 days OSS*
  
  b. **Disrespect for Authority**
     1\(^{st}\) 1 day ISS – 2 days OSS
     2\(^{nd}\) 3-5 days OSS
     3\(^{rd}\) 5-10 days OSS*
     4\(^{th}\) 10 days OSS with recommendation for extended suspension and/or expulsion

7. **Destruction of Property/Vandalism** – Is defined as destruction of Property/Vandalism or conduct which destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the school district or school personnel wherever the property is located; or toward property of others which is located on school property. Destruction of Property/Vandalism is divided into two categories:

- **Class I Destruction of Property/Vandalism Offense** – Is defined as conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement or repair cost of less than one hundred dollars ($100.00) in the opinion of the building administration.

- **Class II Destruction of Property/Vandalism Offense** – Is defined as conduct which involves
destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement or repair cost of one hundred dollars ($100.00) or more in the opinion of the building administration.

### Discipline:

**a. Class I Destruction of Property/Vandalism Offense**

| 1st | 1-3 days ISS/OSS |
| 2nd | 4-10 days OSS* |

**b. Class II Destruction of Property/Vandalism Offense**

| 1st | 3-10 days OSS* |
| 2nd | 10 days OSS with recommendation for extended suspension and/or expulsion |

8. **Disorderly Conduct:** Disorderly conduct is divided into three categories:

- **Disorderly Conduct** – Is defined as conduct outside of the classroom which is riotous, rowdy, disruptive or unruly, including but not limited to the use of non-directed profanity; or offensive/inappropriate language, or conduct such as depanting, or possession or use of inappropriate material.

- **Disorderly Conduct in the Classroom** – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the education process in the classroom; or the general use of non-directed profanity in the classroom.

- **Group Disorderly Conduct** – Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process, or school sponsored or directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire.

**Discipline:**

| 1st | Conference to 1 day ISS |
| 2nd | 1-3 days ISS |
| 3rd | 1-5 days OSS |

| 1st | Conference to 2 days ISS |
| 2nd | 1-3 days ISS |
| 3rd | 2-5 days ISS |
| 4th | 1-3 days OSS |
| 5th | 4-10 days OSS* |

**c. Group Disorderly Conduct**

| 1st | 3-10 days OSS* |

9. **Drugs/Alcohol:** The use, possession, sale, or distribution of illegal drugs including all controlled substances, counterfeit drugs, imitation drugs, kiddie dope, and other substances purported to be drugs, as defined more fully in Rule 11.06.3

**Discipline:**

| 1st | 10 days OSS |
| 2nd | 10 days OSS with recommendation for extended suspension and/or expulsion |

**b. Sale or Distribution**
10. **Explosive Devices, Use of Possession of:** Possession or use of Explosive Devices is divided into two categories:

- **Class I Explosive Devices** – Is defined as the possession or use of fireworks which are otherwise legal to possess.
- **Class II Explosive Devices** – Is defined as the possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices.

**Discipline:**

a. **Class I Explosive Devices**
   - Possession
     - 1\textsuperscript{st} Conference to 2 days OSS
     - 2\textsuperscript{nd} 3-5 days OSS
   - Use or Attempted Use
     - 1\textsuperscript{st} 5-10 days OSS*
     - 2\textsuperscript{nd} 10 days OSS with recommendation for extended suspension and/or expulsion

b. **Class II Explosive Devices**
   - 1\textsuperscript{st} 10 days OSS with recommendation for extended suspension and/or expulsion

11. **Extortion:** Extortion is defined as gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats which place the person in fear.

**Discipline:**

- 1\textsuperscript{st} 3-10 days ISS/OSS*
- 2\textsuperscript{nd} 10 days OSS with recommendation for extended suspension and/or expulsion

12. **Falsification of Information:** Falsification of Information or Records is divided into two categories:

- **Giving False Information/Falsifying School Records** – Is defined as falsely altering any record maintained by the school; or filing, processing or using false information with the school with the intent to deceive school personnel.
- **Forgery** – Is defined as conduct which consists of making and/or using a signed document which is purported to have been signed by another.

**Discipline:**

a. **Giving False Information/Falsifying School Records**
   - 1\textsuperscript{st} Conference to 2 days ISS
   - 2\textsuperscript{nd} 2-5 days ISS
   - 3\textsuperscript{rd} 3 days OSS
   - 4\textsuperscript{th} 3-10 days OSS*

b. **Forgery**
   - 1\textsuperscript{st} Conference to 2 days ISS
   - 2\textsuperscript{nd} 2-5 days ISS
   - 3\textsuperscript{rd} 3 days OSS
13. **Filing a False Emergency Report**: Filing a False Emergency Report is defined as knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred. Filing a False Emergency Report is divided into two categories:

- **Class I Filing a False Emergency Report Offense** – Is defined as Filing a False Emergency Report that does not disrupt any educational, extra-curricular activity or the school environment such as a false 911 call.
- **Class II Filing a False Emergency Report Offense** – Is defined as Filing a False Emergency Report that disrupts an educational or extra-curricular activity or the school environment such as pulling a fire alarm or making a bomb threat.

**Discipline:**

a. **Class I Filing A False Emergency Report Offense**
   - 1st offense: 5-10 days OSS*, charges filed
   - 2nd offense: 10 days OSS with recommendation for extended suspension and/or expulsion, charges filed

b. **Class II Filing A False Emergency Report Offense**
   - 1st offense: 10 days OSS with recommendation for extended suspension and/or expulsion, charges filed

14. **Gambling**: Gambling is defined as conduct which stakes or risks something of value upon the outcome of a contest of chance or a future contingent event (such as sporting events) not under the student’s control or influence, upon an agreement or understanding that the student will receive something of value in the event of a certain outcome.

**Discipline:**

- 1st offense: Conference to 3 days ISS
- 2nd offense: 3-10 days OSS*

15. **Harassment**: Is generally defined as conduct which violates Board of Governors’ Policy 11.03.01.

- **Inappropriate Non-Physical Harassment** – Is defined as harassment which is inappropriate verbal, written or non-verbal, non-physical conduct such as demeaning comments or jokes concerning a person’s race, color, religion, sex, national origin or disability or requests for sexual favors, sexual advances or other non-physical conduct or a sexual nature.
- **Inappropriate Physical Harassment** – Is defined as harassment which is physical in nature including hazing or physical tormenting of a person because of the person’s race, color, religion, sex, national origin or disability or physical sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct.
- **Bullying** – Is defined as action that appears or tends to establish an intimidating atmosphere that could result in fear or apprehension to one or more persons or is meant to provoke another person(s) into disruptive behavior, create unrest, or generally disrupt the educational climate of a school environment. Greenwood employees are to report any instance of bullying in which the employee has firsthand knowledge. (Training on the policy regarding bullying will be provided for new employees and at least every two years for current employees.)
- **Hazing** – Hazing refers to any behavior required of an individual by one or more persons that humiliates, degrades or risk emotional and/or physical harm, regardless of the person’s willingness to participate.
Discipline:

a. **Inappropriate Non-Physical Harassment**
   
   1\textsuperscript{st} Conference to 3 days OSS  
   2\textsuperscript{nd} 3 days ISS to 5 days OSS  
   3\textsuperscript{rd} 6-10 days OSS*  

b. **Inappropriate Physical harassment**
   
   1\textsuperscript{st} 2 days ISS to 3 days OSS  
   2\textsuperscript{nd} 6-10 days OSS*  
   3\textsuperscript{rd} 10 days OSS with recommendation for extended suspension and/or expulsion  

c. **Bullying**
   
   1\textsuperscript{st} Conference to 2 days OSS  
   2\textsuperscript{nd} 3 days ISS to 5 days OSS  
   3\textsuperscript{rd} 10 days OSS  

d. **Hazing**
   
   1\textsuperscript{st} Conference to 2 days OSS  
   2\textsuperscript{nd} 3 days ISS to 5 days OSS  
   3\textsuperscript{rd} 10 days OSS  

16. **Sexual Misconduct**: Sexual Misconduct is divided into three categories:

   - **Class I Sexual Misconduct** – Is defined as the exhibitionist display of a person’s genitals, buttocks or the female breasts.  
   - **Class II Sexual Misconduct** – Is defined as conduct which is of a sexual nature by or between students which involves the intentional physical contact with a person’s clothed or unclothed genitals, buttocks, or the breasts of a female.  
   - **Class III Sexual Misconduct** – Is defined as conduct which is of a sexual nature by or between students such as sexual intercourse or masturbation.  

Discipline:

a. **Class I Sexual Misconduct**
   
   1\textsuperscript{st} Conference to 3 days ISS/OSS  
   2\textsuperscript{nd} 3 days ISS to 5 days OSS  
   3\textsuperscript{rd} 6-10 days OSS*  

b. **Class II Sexual Misconduct**
   
   1\textsuperscript{st} 1-5 days OSS  
   2\textsuperscript{nd} 6-10 days OSS*  

c. **Class III Sexual Misconduct**
   
   1\textsuperscript{st} 10 days OSS with recommendation for extended suspension and/or expulsion  

17. **Theft**: Theft is defined as taking property of the school or others. Theft is divided into two categories:

   - **Class I Theft Offense** – Is defined as conduct which involves a theft of property which has a market value or replacement cost of less than one hundred dollars ($100.00) in the opinion of the building administration.  
   - **Class II Theft Offense** – Is defined as conduct which involves a theft of property which has a market value or replacement cost of one hundred dollars ($100.00) or more in the opinion of the building administration.  

Discipline:
a. Class I Theft Offense
   1st   1 day ISS to 3 days OSS
   2nd   3-5 days OSS
   3rd   6-10 days OSS*

b. Class II Theft Offense
   1st   3-5 days OSS
   2nd   6-10 days OSS*

18. Tobacco: Is defined as the use or possession of tobacco or nicotine of any kind, on or in the vicinity of the University property as defined more fully in rule 11.06.4.

   Discipline:
   1st   3 days OSS
   2nd   10 days OSS plus 8 hours approved community service
   3rd   10 days OSS with recommendation for extended suspension and/or expulsion

19. Truancy & Tardiness: Truancy is defined as intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to, leaving campus without permission.

   Tardiness is defined as arriving late to class or to school.

   Discipline - Truancy:
   1st   Conference to 1 day ISS
   2nd   Detention to 2 days ISS
   3rd   1-3 days ISS (or extended session)
   4th   3-5 days ISS
   5th   1-3 days OSS

   Discipline – Tardiness:
   The Director of Greenwood shall develop administrative procedures for handling student tardies.

20. Weapons: Is defined as the possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person, as defined more fully in Rule 11.06.5 (see page 34 of Student Handbook)

21. Students Charged With a Crime: (see Board of Governor’s Rule 11.06.7)

22. Unsportsmanlike Behavior at Athletic Contest

   Discipline:

   The following are in addition to other appropriate disciplinary action for assault, disorderly conduct, etc.

   a. Inappropriate Language and Disorderly Conduct
      1st   7 calendar day suspension from participating or attending athletic events
      2nd   Suspended for remainder of school year from participating or attending any school activity

   b. Fighting, assaultive behavior, throwing objects or possession of inappropriate objects at an activity
      1st   14 calendar day suspension from participating or attending athletic events
      2nd   Suspended for remainder of school year from participating or attending
23. **Gang/Secret Organizations Related Behavior/Attire:** Greenwood Laboratory School does not recognize sororities, fraternities, gangs or secret societies. Therefore, sororities, fraternities, gangs or secret societies of the community with which students may affiliate are not school organizations. Conduct by students while in school such as hazing of initiates, special attire (including pins and insignia or other identifying symbols), improper activity on campus, or any other influence of a sorority, fraternity, gang or secret society that tends to interfere with normal conduct of the educational program shall not be permitted in school.

**Discipline:**

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<tr>
<th>1st</th>
<th>Conference</th>
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<tr>
<td>2nd</td>
<td>1-5 days ISS/OSS</td>
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<tr>
<td>3rd</td>
<td>6-10 days OSS</td>
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*The Director of Greenwood may also recommend to the Dean of the College of Education that the student’s summary suspension be extended up to one hundred eighty (180) days or that the student be expelled from the University. The Director of Greenwood has the option of assigning community service in lieu of ISS/OSS when appropriate.

24. **Student Attire and Health and Safety Standards** - Responsibility for the appearance of students enrolled in Greenwood rests with the parents/guardians and the students. They have the right to determine the manner of dress for their son or daughter, providing that such attire complies with public health standards, meets community decency standards, is not destructive to school property, and does not disrupt the educational process.

A student may be restricted in the manner of dress or length of hair in keeping with the health and safety regulations required for the activity in which the student is engaged. If apparel displays or promotes the use or possession of anything that is in violation of any Board of Governors’ Policy, it is prohibited. When, in the judgment of the Director of Greenwood, Assistant Director of Greenwood and/or staff, a student’s appearance violates this policy, the student may be required to make modifications that comply with the general guidelines found in this policy. This dress code applies during the school day and at all school activities. Exceptions will be made for formal attire at social functions.

If a student is dressed inappropriately, the student will be sent to the office and the parents will be called and asked to bring a change of clothing. If the parent cannot be contacted, other measures will be taken.

The faculty and student council of Greenwood Laboratory School have developed the following guidelines:

- No illegal substances or sexual innuendos may be displayed on clothing (e.g., drugs, alcohol, tobacco).
- With the exception of cheerleading uniforms, no dresses or skirts may be less than mid-thigh in length.
- No tube tops, low cut tops, transparent clothing, backless shirts or short-shorts may be worn.
- Jackets or vests may not be worn without a shirt.
- Shoes or sandals must be worn at all times.
- No excessive exposure of midriffs.
- Undergarments (e.g., boxers, bras) must be covered at all times.
- Hats may be worn at the discretion of the teacher.

25. **Threats of Violence at School** - Students under the age of 17 who (a) make threats of injury that if inflicted, could cause a permanent disability or result in the death of one or more persons or, (b) make a threat to bring a lethal weapon to school, and/or use it, shall be subject to the following protocol upon which the Greene County Juvenile Office and Greenwood Laboratory School have agreed:
a. At the direction of the Director of Greenwood and/or Assistant Director of Greenwood, after consultation with the Dean of the College of Education or designee, the assigned University Public Safety Officer will investigate and report findings to the Director of Greenwood and/or Assistant to the Director of Greenwood who will determine whether or not a threat has been made and, if appropriate, direct the officer to notify the Chief Juvenile Officer or Supervisor of Delinquency Unit at the Greene County Juvenile Office of the circumstances.

b. If the Director of Greenwood and/or Assistant Director of Greenwood determines that the threat is of a serious nature, the student will be transported to the Greene County Juvenile Office.

c. The University Public Safety Officer or the law enforcement agency having jurisdiction will transport the student to the Greene County Juvenile Office. The University Public Safety Officer will ensure that the parents of the student have been notified and requested to appear at the Juvenile Office.

d. The University Public Safety Officer shall complete an interim report for the Juvenile Office to use in assessing the nature and circumstances of the threat. A detailed report will be completed and forwarded to the Juvenile Office using current procedures. Copies of both reports shall be forwarded to the Director of Greenwood and/or Assistant Director of Greenwood and Dean of the College of Education or designee.

e. The Juvenile Officer assigned the referral will conduct a student interview, investigate and recommend a disposition.

f. The Deputy Juvenile Officer, Director of Greenwood and Assistant Director of Greenwood will confer prior to the student being re-admitted.

g. The Director of Greenwood will also report to the appropriate law enforcement authority any student who engages in conduct which if committed by an adult would constitute the following felonies, committed on University property, as defined in XI.1 (11.06.9) or while involved in any school activity:

- First degree murder under section 565.020, RSMo;
- Second degree murder under section 565.021, RSMo;
- First degree assault under section 565.050, RSMo;
- Forcible rape under section 566.030, RSMo;
- Forcible sodomy under section 566.060, RSMo;
- Robbery in the first degree under section 569.020, RSMo;
- Distribution of drugs to a minor under section 195.212, RSMo;
- Arson in the first degree under section 569.040, RSMo;
- Kidnapping under section 565.110, RSMo;
- Burglary in the first degree under section 569.160, RSMo;
- Burglary in the second degree under section 569.170, RSMo;
- Distribution of drugs under section 195.211, RSMo;
- Voluntary manslaughter under section 565.023, RSMo;
- Involuntary manslaughter under section 565.024, RSMo;
- Second degree assault under section 565.060, RSMo;
- Sexual assault under section 566.040, RSMo;
- Felonious restraint under section 565.120, RSMo;
- Property damage in the first degree under section 569.100, RSMo;
- Possession of a weapon under chapter 571, RSMo;
- Child molestation in the first degree under section 566.067, RSMo.
- Deviate sexual assault pursuant to section 566.070, RSMo;
- Sexual misconduct involving a child pursuant to section 566.083, RSMo;
- Sexual abuse pursuant to section 566.100, RSMo;
C. Student Alcohol/Drug Abuse (11.06.3)

When the conduct described below occurs on or in University property; or to or from school, in any University-owned or leased vehicle or on any other school-approved vehicle used to transport students to and from Greenwood or Greenwood activities, or in the vicinity of Greenwood; or off University property at any Greenwood or University sponsored or approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of Greenwood that student shall be suspended or expelled as set forth in these Rules and Regulations.

Definitions-The following definitions are provided to help parents and students better understand and interpret this Policy on Student Alcohol/Drug Abuse:

1. “Alcoholic beverages”—a liquid or combination of liquids containing ethanol, which has not been denatured, in any quantity, and includes over-the-counter or other medication which contains non-denatured alcohol.

2. “Anabolic steroid”—any one of several compounds derived from testosterone or prepared synthetically to promote general body growth.

3. “Controlled substance” — any substance listed in Section 195.010, and Schedules I through V of Chapter 195, RSMo., and including, but not limited to, any drug, substance or immediate precursor in Schedules I through V listed in Sections 195.005 to 195.425, RSMo. Examples of such substances include, but are not limited to, marijuana, hashish, cocaine, crack, amphetamines (speed, uppers, pep pills), methamphetamine (crank, crystal), barbiturates (downers, spirituous, seconal), methaqualone, tranquilizers (valium, spiritu), hallucinogens (PCP, LSD, mescaline, peyote, psilocybin), heroin, morphine, and opium.

4. “Controlled substance analogue”—any substance listed or defined in Section 195.010, RSMo., and including, but not limited to, any substance the chemical structure of which is substantially similar to the chemical structure of a controlled substance in Schedule I or II, and
   a. which has a stimulant, depressant or hallucinogenic effect on the central nervous system substantially similar to the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance included in Schedule I or II; or
   b. with respect to a particular individual, which that individual represents or intends to have a stimulant, depressant or hallucinogenic effect on the central nervous system substantially similar to the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance included in Schedule I or II.
   c. Examples of such substances include, but are not limited to, designer drugs, analogues of fentanyl (synthetic heroin, china white), analogues of meperidine (synthetic heroin, MPTP), analogues of amphetamines or methamphetamine (ecstasy, XTC, Adam, MDM), analogues of phenycyclidine (PCPy, PCE, TCP).

5. “Counterfeit substance”—any substance listed or defined in Section 195.010, RSMo., and including, but not limited to, a controlled substance which, or the container or labeling of which, without authorization, bears the trademark, trade name, or other identifying mark, imprint, number or device, or any likeness thereof of a manufacturer, distributor, or dispenser other than the person who in fact manufactured, distributed, or dispensed the
substance.

6. “Drug paraphernalia”—any item listed or defined in Section 195.010, RSMo., and including, but not limited to, all equipment, materials of any kind which are used, intended for use or designed for use, in cultivating, compounding, producing, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance or an imitation controlled substance including scales, containers, syringes, pipes, carburetion tubes, roach clips, and cocaine vials.

7. “Imitation drug”—any substance listed or defined as an imitation controlled substance in Section 195.010, RSMo., and/or including, but not limited to, any substance that is not a controlled substance, which by dosage unit appearance, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

8. “Intoxicating liquor”—any substance listed in Section 311.020, RSMo., and including, but not limited to, any alcohol used for beverage purposes, alcoholic, spirituous, vinous, fermented, malt or other liquors, or combinations of liquors, a part of which is spirituous, vinous or fermented, and all preparations or mixtures for beverage purposes containing in excess of 3.2 percent of alcohol by weight.

9. “Simulated drugs” or “simulated controlled substances”—any substance listed or defined in Section 26-140 of the Ordinances of the City of Springfield, Missouri, and including, but not limited to, any product which is identified, or identifies itself by using a common name or slang term, similar name, similar term or mark, imprint, brand, stamp, or impression associated with a controlled substance which is not, in fact, a controlled substance.

10. “Solvent” or “toluol”—any substance listed in Sections 578.250 through 578.265, RSMo., and including, but not limited to, colorless petroleum based toluene, solvents, other substances containing toluol, airplane glue or any like substance which when inhaled would cause or induce symptoms of intoxication, elation, euphoria, dizziness, irrational behavior, stupefaction or dulling of the senses.

11. “Substance purported or believed to be”—any substance which is stated, represented, intended, characterized, understood, believed, thought or perceived to be a controlled substance, solvent or toluol, alcohol, intoxicating liquor, alcoholic beverage or anabolic steroid.

Any student who uses, possesses, has ingested, has under his or her control, sells, manufactures, administers, dispenses, distributes, or compounds any:

1. Alcohol, intoxicating liquor as defined in Chapter 311, RSMo., or alcoholic beverages; or

2. Controlled substance, counterfeit substance or imitation drug as defined in Chapter 195, RSMo.; or

3. Solvent or toluol as defined in Chapter 578, RSMo.; or

4. Substance purported or believed to be a controlled substance, a solvent or toluol, or alcohol, intoxicating liquor or any alcoholic beverages; or simulated drugs or controlled substances, or controlled substance analogues, or anabolic steroids, as defined in this Policy; or

5. Simulated drugs or simulated controlled substances as defined in 26-140 of the
Ordinances of the City of Springfield; or

6. Controlled substance analogue as defined in Chapter 195, RSMo., and any substance which has a chemical makeup similar to any controlled substance, as defined above, and which when ingested or otherwise used causes a condition such as intoxication, euphoria, dizziness, irrational behavior, stupefaction or hallucination; or

7. Anabolic steroid or other similar compound which is derived from testosterone or prepared synthetically; or

8. Drug paraphernalia as defined in Chapter 195, RSMo.; or

9. Substance, pill, medication, or over-the-counter compound (other than food or beverages) which contains caffeine, phenylpropanolamine, or ephedrine (but only when such substance is sold, dispensed or distributed, or received); or

10. Prescription medications which are not prescribed to the student; or

11. Prescription medications which are prescribed to the student, but only if the student sells, administers, dispenses or distributes the medications to others.

Lawful Possession - After an appropriate administrative investigation, a student charged with any violation of this Policy shall then bear the burden to prove he or she is lawfully in possession of the substance and has not violated the Policy.

Penalty - Violation of this Policy shall be considered basis for a suspension of (ten) 10 days by the Director of Greenwood. If and when a student has been suspended during a school year for violating this Policy, the student may, after notice and hearing in which such student is found to have committed the second such offense during the school year, be suspended by the Director of Greenwood for a period up to one hundred eighty (180) school days and/or a recommendation of involuntary termination of placement to the Dean of the College of Education.

D. Tobacco and Tobacco Derivatives Use by Students (11.06.4)

Smoking and the use of tobacco in any form or use of nicotine by students is prohibited when it occurs on or in University property, in any University-owned vehicle or in any other University-approved vehicle used to transport students to and from Greenwood or Greenwood activities; or in the vicinity of University property; or of University property at any Greenwood-sponsored or Greenwood-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of Greenwood. Since students are not to use tobacco or nicotine on or adjacent to University property, there is no need for a student to possess tobacco or nicotine. Evidence of possession of tobacco or nicotine will constitute violation of this policy.

Violation of this policy shall be considered basis for suspension up to ten (10) days by the Director of Greenwood. If and when a student has been suspended during a school year for violating this policy, the student may, after notice and hearing in which such student is found to have committed the third such offense during the school year, be suspended by the Director of Greenwood for a period up to one hundred eighty (180) days. A repeated violation on return to Greenwood may result in the Director of Greenwood recommending to the Dean of the College of Education that the student’s placement at Greenwood be involuntarily terminated.

E. Weapons (11.06.5)

The possession or use of a weapon, concealed or otherwise, by any student or adult, shall be prohibited, upon or in the vicinity of the University premises, while going to and from Greenwood, or at any time the student is engaged in any Greenwood sponsored activity, except for
authorized law enforcement officials. Any adult, other than a student, possessing a weapon, will be asked to leave the building or grounds and a report will be made to Safety and Security. In addition, the Director of Greenwood or Assistant Director of Greenwood may, on the advice of Safety and Security and/or law enforcement officers, ban the person from Greenwood’s building, grounds and activities.

A weapon is defined as any one of the following:

Weapons defined in XI.1.6 (11.06.9) below

- Any instrument or device commonly used for attack, to defend, to inflict bodily harm and/or to intimidate other persons. Examples are firearms, purported firearms, knuckles, switch blade/butterfly knives, chains, clubs, stars, etc.
  - Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate may be classified as weapons when so used. Examples are belts, combs, pencils, files, compasses, scissors, etc.

When a student is alleged to be in violation of this policy, a due process hearing will be conducted by the Director of Greenwood. If the charge is substantiated, the Director of Greenwood will take one of the following actions:

- If the student was in possession of a weapon, without intent to use it, other than a weapon defined in Section XI.1.6, the Director of Greenwood shall suspend the student for up to ten (10) school days.

- If the student was in possession of a weapon, with intent to use it, other than a weapon defined in XI.1.6, the Director of Greenwood shall suspend the student for ten (10) days with a recommendation to the Dean of the College of Education for an extension up to one hundred eighty (180) days or involuntary termination of the student’s placement at Greenwood.

- If the student was displaying or flourishing a weapon, in a threatening manner, other than a weapon defined in Section XI.1.6, the Director of Greenwood shall suspend the student for ten (10) days with a recommendation to the Dean of the College of Education for an extension up to one hundred eighty (180) days or involuntary termination of the student’s placement at Greenwood.

- If the student was in possession of a weapon as defined by Section XI.1.6, the Director of Greenwood shall suspend the student for (ten) 10 days. The Director of Greenwood shall make a recommendation to the Dean of the College of Education for suspension of one hundred eighty (180) days and involuntary termination of placement from further school attendance. The Director of Greenwood may adjust this disciplinary action based on mitigating circumstances.

F. Absences and Tardies (11.06.6)

Regular attendance is vital to the academic success of all students. Each student is expected to attend school every day except when illness, injury, or some other condition beyond his or her control prevents attendance. The Director of Greenwood shall develop administrative procedures for handling student absences and tardies consistent with this policy.

G. Crimes Committed by Students (11.06.7)

A student may be suspended or involuntarily terminated from Greenwood if it is determined that
1. The student has been convicted of, or pled guilty to the commission of a felony criminal offense under federal or state law; or,

2. An indictment or information has been filed, or the student has been charged with having committed a felony criminal offense under federal or state law; or,

3. A petition has been filed pursuant to section 211.031, RSMo. (or comparable juvenile statutes in other states), alleging that the student has committed an act, which if committed by an adult would constitute a felony criminal offense under federal or state law; or,

4. The student has been adjudicated to have committed an act, which if committed by an adult would constitute a felony criminal offense under federal or state law.

In the event that it is determined that a student is in violation of this rule, the Director of Greenwood shall suspend the student for ten (10) school days. If the student is suspended, the Director of Greenwood shall recommend to the Dean of the College of Education that the student’s suspension be extended. After a meeting with the student and the student’s parent(s), the Dean of the College of Education shall determine that the student’s suspension be extended if the Director of Greenwood determines that

5. The student’s continued presence in the school is prejudicial to the good order and discipline at Greenwood; or,

6. The student poses a threat of harm to the student or others, as evidenced by prior conduct of the student; or,

7. The student’s conduct would have constituted a violation of these student rules, if the conduct had occurred while the student was enrolled in Greenwood.

If the student’s suspension is extended by the Director of Greenwood, the Director of Greenwood may recommend to the Dean of the College of Education that the student be involuntarily terminated from attendance at Greenwood.

H. Interviews and Searches (11.06.8)

Interviews With Law Enforcement Officials – Greenwood has legal jurisdiction over students during the school day and during Greenwood sponsored or directed activities. When law enforcement officials find it necessary to interview students during the school day or during Greenwood sponsored or directed activities, a Greenwood administrator or designee will be present. Greenwood’s administration will make a reasonable attempt to notify a student’s parents when (1) law enforcement officials have requested to interview their child, where time and circumstances permit, or (2) their child has been interviewed by law enforcement officials at school unless the parent has otherwise been notified; or, (3) when the student has been removed from school by law enforcement officials.

Searches By School Personnel – University Property – School lockers, desks and storage areas are the property of the University and are provided for the convenience of the students. These areas are subject to periodic inspection without notice. Lockers, desks and storage areas may be searched by Greenwood administrators or designees who have a reasonable suspicion that such areas contain drugs, alcohol, material of a disruptive nature, stolen property, weapons or other items posing a danger to the health or safety of students and school employees. Generally, an adult witness should be present when searches of desks or lockers are conducted.

Searches By School Personnel – Students and Student Property – Students or student property,
including vehicles, on or adjacent to University property may be searched by Greenwood administrators based on reasonable suspicion of a violation of Greenwood or University rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of an adult witness, and when possible, not in front of other students. Students shall not be required to undress, although they may be asked to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing for examination, if reasonable under the circumstances. When a student or student property is searched, parents will be notified by a Greenwood administrator in a timely manner following the search.

Searches – Coordination with Law Enforcement – Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath the clothing and the student refuses to surrender such articles. Law enforcement officials shall be contacted in any case involving a violation of law when a student refuses to allow a search, or when the search cannot safely be conducted.

I. Reporting and Retention of Student Discipline Records (11.06.9)

Purpose of the Policy – The purpose of this Policy is to establish policies and procedures for the reporting of student discipline violations and acts of school violence.

Definitions – The following definitions shall be applicable to this Policy:

1. Dean of the College of Education – The term “Dean of the College of Education” when used in this Policy shall mean the Dean of the College of Education or any person designated by the Dean of the College of Education or the Board of Governors to perform the Dean of the College of Education’s responsibilities under this Policy.

2. Director of Greenwood - The term “Director of Greenwood” when used in this Policy shall mean the Director of Greenwood Laboratory School or a person designated by the Director of Greenwood to perform the Director of Greenwood’s responsibilities under this Policy.

3. Act of School Violence – The term “act of school violence” when used in this Policy shall mean the exertion of physical force by a student with the intent to do serious physical injury as defined in subdivision (6) of section 565.002, RSMo., to another person while on University property, including any vehicle in service on behalf of Greenwood or the University, or while involved in school activities. The term shall also include the following student discipline guideline violations: Class II Arson Offense; Class I Assaultive Behavior Offense; Class II Assaultive Behavior Offense; Class I Fighting; Class II Fighting; Assaultive Behavior Toward School Personnel; Class II Explosive Devices; Extortion; Harassment (Inappropriate Non-Physical or Physical Harassment); Sexual Misconduct; and Weapons.

4. Employee with a need to know – The term “employee with a need to know” when used in this Policy shall mean any employee of the University who is directly responsible for the student’s education or who otherwise interacts with the student on a professional basis while acting within the scope of his or her assigned duties.

5. Disciplinary records – The term “disciplinary records” when used in this Policy shall mean records of disciplinary violations by a student that result in an out-of-school suspension to the student, including the disciplinary notices issued to the parent, guardian or student.

6. Weapon – The term “weapon” when used in this Policy shall mean:
• A “firearm” as defined under 18 U.S.C. § 921;
• Items referenced in Section 160.261.4 RSMo, defined in Section 571.010 RSMo, including a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or switchblade knife;

The term shall not mean firearms or weapons which are brought onto University property with permission of the Director of Greenwood or Dean of the College of Education, and which do not otherwise violate Board policy, such as firearms used during a Conservation Commission hunter safety course or antique or display firearms or weapons used solely for educational purposes.

7. University Property – The term “University property” when used in this Policy shall mean

• Real property and buildings owned, leased or otherwise operated by the University;
• A public or leased vehicle in service on behalf of Greenwood or the University;
• In or around a Greenwood extracurricular activity, or an activity which is sponsored or directed by the University or Greenwood;
• In the immediate vicinity of University property immediately before, after or during the school day.

Scope of the Policy – This Policy shall apply to all students and student conduct which occurs on University property, including any vehicle in service on behalf of the University or Greenwood, or while the student is involved in or in attendance at a Greenwood or University sponsored or directed activity.

Records Retention – Student disciplinary records shall be maintained by the Director of Greenwood. Disciplinary records shall be kept for twenty-four (24) months following the student’s departure from Greenwood. Student disciplinary records shall be kept separate from the student’s permanent records.

Reporting Requirements – Employees with a Need to Know – The following policies and procedures shall be applicable to the reporting of student discipline violations to employees with a need to know in the University:

• Acts of School Violence – Acts of school violence committed by a student on University property shall be reported to employees with a need to know by the Director of Greenwood or the Dean of the College of Education. Every effort should be made to report the acts of violence prior to the time the employee will next supervise or interface with the student.

• Disciplinary Records – The disciplinary records of a student shall be made available to University or Greenwood employees with a need to know. Requests by such employees to review disciplinary records shall be made to the Director of Greenwood.

• Felony Criminal Conduct – Whenever the Dean of the College of Education or Director of Greenwood is notified by the juvenile officer that a student has committed one of the following acts, the Dean of the College of Education or Director of Greenwood shall report such information to employees with a need to know:

  First degree murder under Section 565.020, RSMo; Second degree murder under Section 565.021, RSMo; Kidnapping under Section 565.110, RSMo; First degree assault under Section 565.050, RSMo; Forcible rape under Section 566.030, RSMo; Forcible sodomy under Section 566.060, RSMo; Burglary in the first degree under Section 569.160, RSMo; Robbery in the first degree under Section 569.020, RSMo; Distribution of drugs under section 195.211, RSMo; Distribution of drugs to a minor under Section 195.212, RSMo; Arson in the first degree under Section 569.040, RSMo; Voluntary manslaughter
under Section 565.023, RSMo; Involuntary manslaughter under Section 565.024, RSMo; Second degree assault under section 565.060, RSMo; Sexual assault under Section 566.040, RSMo; Felonious restraint under Section 565.120, RSMo; Property damage in the first degree under Section 569.100, RSMo; or, The possession of a weapon under Chapter 571, RSMo.

Reporting Requirements – Missouri Schools – When Greenwood receives a request from another School which indicates that a former student of Greenwood is attempting to enroll, the Director of Greenwood shall, within five (5) business days of receiving the request, provide the requesting school with the student’s disciplinary records then on file.

Reporting Requirements – Law Enforcement – The following policies and procedures shall be applicable to the reporting of student discipline violations to law enforcement agencies:

Felony Criminal Conduct – The Director of Greenwood shall, as soon as reasonably practical, report to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following felonies:

First degree murder under section 565.020, RSMo;  
Second degree murder under section 565.021, RSMo;  
First degree assault under section 565.050, RSMo;  
Forsible rape under section 566.030, RSMo;  
Forsible sodomy under section 566.060, RSMo;  
Robbery in the first degree under section 569.020, RSMo;  
Distribution of drugs to a minor under section 195.212, RSMo;  
Arson in the first degree under section 569.040, RSMo;  
Kidnapping under section 565.110, RSMo;  
Burglary in the first degree under section 569.160, RSMo;  
Burglary in the second degree under section 569.170, RSMo;  
Distribution of drugs under section 195.211, RSMo;  
Voluntary manslaughter under section 565.023, RSMo;  
Involuntary manslaughter under section 565.024, RSMo;  
Second degree assault under section 565.060, RSMo;  
Sexual assault under section 566.040, RSMo;  
Felonious restraint under section 565.120, RSMo;  
Property damage in the first degree under section 569.100, RSMo;  
Possession of a weapon under chapter 571, RSMo;  
Child molestation in the first degree under section 566.067, RSMo.  
Deviate sexual assault pursuant to section 566.070, RSMo;  
Sexual misconduct involving a child pursuant to section 566.083, RSMo;  
Sexual abuse pursuant to section 566.100, RSMo;  

• Notification of Suspensions and/or Expulsions – The Director of Greenwood shall notify the appropriate division of the juvenile or family court upon any student’s suspension for more than ten (10) days or expulsion of any student that Greenwood is aware is under the jurisdiction of the court.

• Assault, Sexual Assault or Deviate Sexual Assault – The Director of Greenwood shall in addition to the report to the appropriate law enforcement agency, report to the Dean of the College of Education, any instance when any person is believed to have committed an act on University property, which if committed by an adult would constitute First degree assault under Section 565.050, RSMo; Second degree assault under Section 565.060, RSMo; Third degree assault under Section 565.070, RSMo; Sexual assault under Section 566.040, RSMo; Deviate sexual assault under Section 566.070, RSMo. Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such an incident to the Director of Greenwood.
• Possession of a Controlled Substance – The Director of Greenwood shall immediately report to the appropriate law enforcement agency, report in addition to the Dean of the College of Education, any instance when a student is discovered to have on or about the student’s person, or among such student’s possessions, or placed elsewhere on University property, any controlled substance as defined in Section 195.010, RSMo., or school policy. Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such an incident to the Director of Greenwood.

• Possession of a Weapon – The Director of Greenwood shall immediately report to the appropriate law enforcement agency and the Dean of the College of Education, any instance when a student is discovered to have on or about the student’s person, or among such student’s possessions, or placed elsewhere on University property, any weapon as defined in Section XI.I.6,. Any teacher who becomes aware of the conduct described in this paragraph shall immediately report such an incident to the Director of Greenwood.

J. Student and General Disciplinary Procedures (11.07.1)

Students who become involved in problem behavior and/or violations of the Student Disciplinary Code will be subject to certain disciplinary actions. Greenwood and the University, after notice to parents or others having custodial care and a hearing upon charges preferred, may suspend or expel a student for conduct which is prejudicial to the good order and discipline in the school or which tends to impair the morale or good conduct of the students. The Director, in consultation with the Dean of the College of Education, may authorize, by general rule, the immediate removal of a student upon a finding by the Director of Greenwood that the student poses a threat of harm to such student or others, as evidenced by the prior conduct of the student. Depending upon the behavior problem of the student, one or more of the following actions will be taken by the Greenwood administration:

1. Informal Talk – Greenwood personnel (administrator, teacher, counselor, student teacher) will talk to the student and try to reach an agreement regarding how the student should behave.

2. Conference – A formal conference will be held between the student and one or more Greenwood staff members. During the conference, an agreement shall be reached as to the behavior expectations, and the student must agree to abide by the agreement.

3. Parent Involvement – Parents will be notified and a conference scheduled involving the student, parents, school personnel, and any other individuals concerned.

4. Community Service – Students who commit offenses that do not cause harm to others or destruction of property may be assigned community service in lieu of other administrative actions that include but not limited to suspensions.

5. Other Disciplinary Actions – A student may be removed from one or more classes, but remain at school during these periods. Other appropriate disciplinary actions may include detention before or after school or at lunch, suspension of privileges, and assignment to an in-school suspension.

6. Summary Suspension (up to 10 school days) – The Board authorizes the Director of Greenwood to suspend a student from Greenwood for up to ten (10) school days for violations of the student disciplinary code or for other conduct which is reasonably considered inappropriate. The student shall be afforded the appropriate due process procedure.

7. Extended Summary Suspension (up to 180 school days) – The Board authorizes the Director of Greenwood to extend a student’s suspension for up to one hundred eighty
(180) school days. The student shall be informed that he/she is subject to the extended summary suspension and afforded the appropriate due process procedures. Following this procedure, if the Director of Greenwood determines that an extended summary suspension is in order, it will be administered at that point. A suspension of more than 10 school days may be appealed to the Dean of the College of Education through the Director of Greenwood.

8. Involuntary Termination of Placement at Greenwood—The Dean of the College of Education may authorize the involuntary termination of placement of students. The student, the student’s parents/legal guardian shall be informed that the student is subject to such process when appropriate. The student shall be afforded the appropriate due process procedure. Following this procedure, if the Director of Greenwood determines that the involuntary termination of placement is appropriate, he or she shall make that recommendation to the Dean of the College of Education with which the authority for involuntary termination of placement rests.

It is the intent of this Rule, and the Due Process Rules that follow, to substantially comply with the statutes of the State of Missouri regarding student discipline in the public schools of Missouri.

XII. Student Referral Procedures

A. The University’s student referral procedures are as follows:

1. Students may be referred for discipline for any violation of the University’s student discipline policies, as defined in the Administrative Guideline on Student Discipline.

2. Minor disciplinary infractions should be handled as described above.

3. Staff members who refer a student to the office must prepare the approved student discipline referral form. Student referrals may not be accepted, except in emergencies, if they are not on the approved form.

4. Sufficient and accurate details will be supplied by the referring staff member on the form in order that the administrator who handles the discipline will be able to quickly determine the nature and extent of the alleged infraction.

5. No student will be referred for discipline for conduct which does not violate, or appear to violate, the student discipline policies of the University.

6. No student will be referred for discipline because of the student’s race, color, religion, ancestry, national origin, sex, age or disability.

B. Due Process - Summary Suspension (11.07.2)
The following procedures will be implemented in any summary suspensions of students at Greenwood.

1. Due Process - The Director of Greenwood or designee will confirm that student due process procedures were followed. Such due process shall include:

   a. Informing the student of the nature of the misconduct of which he or she is accused;

   b. If the student denies the allegations, the student shall be given an explanation of the facts that form the basis for the proposed suspension, either orally or in
writing; and,

c. The student will be given an opportunity to present his or her version of the incident either orally or in writing.

2. Notice - The Dean of the College of Education, Director of Greenwood or Assistant Director of Greenwood will give the student oral notice, and when possible, oral notice will be given to the parent/guardian of the contemplated action. In all cases, written notice sent through the United States mail will be promptly sent to the last known address of the student or parent.

3. Contents of Written Notice - The notice will contain the following information:

   a. Current date
   b. Name of student
   c. Student's grade level
   d. Number of days of suspension
   e. Date suspension becomes effective
   f. Date student is eligible to return to school
   g. Reason for suspension
   h. Previous suspension(s)
   i. Notice of appeals procedure
   j. Additional comments/requests (optional)
   k. Signature and title of person initiating suspension

4. Timing - The notice and informal hearing should precede removal of the student from school. There need be no delay between the time the notice is given and the time of the informal hearing.

5. Appeals Process - In the event that the student or parent/guardian wishes to appeal the suspension of a student, the parent/guardian should contact the Director of Greenwood or designee. A date and time will be scheduled for the student or parent/guardian to present an appeal.

6. Ineligibility - A student will be ineligible to represent the school in extracurricular activities during the time of the suspension.

C. Due Process - Extended Summary Suspension (11.07.3)

The following procedures will be implemented in any extended summary suspensions of students at Greenwood:

1. Decision - The Director of Greenwood may recommend to the Dean of the College of Education that a suspension from Greenwood be extended for a violation of the Student Disciplinary Code or for other conduct which is reasonably considered inappropriate.

2. Notice - Before the Director of Greenwood imposes a suspension of more than ten (10) school days, the Director of Greenwood or designee shall:

   a. Inform the student, either orally or in writing, of what misconduct he or she is accused;

   b. Give the student an explanation of the facts that form the basis for the proposed suspension, either orally or in writing, if the student denies the accusation; and
c. Give the student an opportunity to present his or her version of the incident either orally or in writing.

3. Written Notice - Written notice of the Director of Greenwood’s decision will be provided to the student and/or sent through the United States mail to the last known address of the student or parent.

4. Right to Appeal - If a student is suspended from Greenwood for more than ten (10) school days, the student, the student’s parent(s), guardian(s) or others having custodial care have a right to appeal the Director of Greenwood’s decision to the Dean of the College of Education. All notices of appeal shall be submitted to the Director of Greenwood in writing.

5. Appeal Procedure - The following procedures shall apply to the appeal prior to hearing:

a. If the student gives notice that he or she wishes to appeal the suspension to the Dean of the College of Education, the suspension shall be stayed until the Dean of the College of Education renders a decision, unless, in the Director of Greenwood’s judgment, the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as practicable.

b. The Director of Greenwood, when notified of an appeal, shall promptly transmit to the Dean of the College of Education a full written report of the facts relating to the suspension, the action taken by the Director of Greenwood, and the reasons for the action.

c. Upon receipt of a notice of appeal, the Dean of the College of Education will schedule a hearing and within a reasonable time in advance of the scheduled date, shall give notice (by hand delivery or by certified mail to the last known address of the appealing party) of the date, time, and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

d. Hearings of appealed suspensions will be conducted as described in Board Rule 11.07.5.

D. Due Process - Involuntary Termination of Placement (11.07.4)

The Dean of the College of Education may terminate the placement of a Greenwood student or suspend a student for more than one hundred eighty (180) school days. The following procedures are applicable in such cases:

1. Before recommending to the Dean of the College of Education that a student’s placement be terminated, the Director of Greenwood must (a) inform the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension or termination of placement; and (c) give the student an opportunity to present his or her version of the incident.

2. If the Director of Greenwood concludes that the student has engaged in misconduct and should have his or her placement terminated, the following procedures apply:

a. The Director of Greenwood will recommend to the Dean of the College of
Education that the student have his or her placement involuntarily terminated. The Director of Greenwood may also immediately suspend the student for up to ten (10) days, or for a longer period if the Director of Greenwood believes that the student’s presence would pose a continuing danger to persons or property, or an ongoing threat of disrupting the academic process.

b. Upon receipt of the Director of Greenwood’s recommendation, the Dean of the College of Education will follow the procedures described in the policy dealing with student disciplinary hearings.

E. Student Disciplinary Hearings (11.07.5)

The Dean of the College of Education may originate student discipline hearings upon recommendation of the Director of Greenwood. In such cases, the Dean of the College of Education will review the Director of Greenwood’s recommendation and determine whether to conduct a disciplinary hearing. In addition, student disciplinary hearings will be held upon written request of the student or the student’s parents, to consider appeals from student suspensions in excess of ten (10) school days.

In all hearings, whether initiated by the Dean of the College of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the last known address of the student’s parents or guardians, or hand delivered.

2. Prior to the hearing before the Dean of the College of Education, the student and the student’s parents will be advised of the identity of the witnesses to be called by Greenwood and advised of the general nature of their testimony. In addition, the student and the student’s parents will be provided with copies of the documents expected to be introduced at the hearing by Greenwood.

3. The hearing will be closed unless the student’s parents request an open hearing. At the hearing, Greenwood’s Administration or its counsel will present the charges and such testimony and evidence to support such charges. The student, the parents or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. The hearing will be recorded and transcribed if requested by the parents, the student or the Dean of the College of Education.

4. At the conclusion of the hearing, the Dean of the College of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to terminate the placement of the student from Greenwood. The Greenwood administration or its counsel, by direction of the Dean of the College of Education, shall promptly prepare and transmit to the parents/guardians written Findings of Fact, Conclusions of Law and Decision.

F. Presidential Review (11.07.6)

In the event the Dean of the College of Education issues a Finding of Fact, Conclusion of Law and Decision which orders that the student’s placement at Greenwood be involuntarily terminated, the student or student’s parent/guardian may request that the Dean of the College of Education’s decision be reviewed by the President.
1. The Request for Review of the Dean of the College of Education’s decision must be made in writing and filed with the Office of the Dean of the College of Education within five (5) days following service of the Findings of Fact, Conclusions of Law and Decision on the student or student’s parent/guardian.

2. The Dean of the College of Education shall forward the Request for Review to the President who shall review the Findings of Fact, Conclusions of Law and Decision together with the record of the hearing before the Dean of the College of Education.

3. The President may accept, reject or modify the Findings of Fact, Conclusions of Law and Decision of the Dean of the College of Education. The President shall communicate the results of the review of the Dean of the College of Education’s decision to the student or student’s parent/guardian within ten (10) days following receipt by the President of the Request for Review.

4. Review by the President is a matter of right under this Policy only in a case of termination of placement. In other cases, the student or student’s parents/guardian may request review by the President as described in this Section 11.07.6, but review by the President shall be discretionary. If the President has taken no action within thirty (30) days of receipt by the President of the Request for Review, the decision of the Dean of the College of Education shall stand.

XIII. Student Activities (11.08)

A. Citizenship Standard (11.08.1)

Participation in student activities is a privilege and not a right. Creditable citizenship shall be one of the criteria for participation in Greenwood activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct both in and out of school that promotes the best interests of Greenwood. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activities, Greenwood and the community.

Student behavior shall be in compliance with Board Rules regarding Greenwood, its Student Rules, the Rules of the Greenwood administration and with public laws. Students are also expected to exhibit good behavior outside of school, including during the summer months when school is not in session. Unlike the Student Rules, student conduct which occurs away from school, in the community or elsewhere, and outside of the school day, will be considered for purposes of the Citizenship Standard.

The Director of Greenwood has the final authority to determine the duration of any suspension of student activities for a student. Repeated referrals of a student to the office of the Director of Greenwood or Assistant Director of Greenwood for general misbehavior may be sufficient reason to declare a student ineligible. Likewise, a single serious breach of good conduct, either in or out of school, may also be sufficient cause to declare a student ineligible to participate in student activities for a duration to be determined by the Director based upon the nature and severity of the student’s conduct in the Director’s discretion.

It is not possible to set forth the citizenship penalty for all types of student misconduct. The citizenship penalty for student misconduct which is not described below will be determined by the Director based upon the nature and severity of the student’s conduct in the Director’s discretion and shall be in a range up to a permanent citizenship suspension from all activities. The following types of student misbehavior, which occur at any time or in any location, shall receive a citizenship suspension as follows:

1. A seven (7) calendar day suspension from participation in all student activities will be assessed for a violation of the tobacco use standard;
2. A minimum fourteen (14) calendar day suspension from participation in all school activities will be assessed for a violation of the Greenwood discipline standards that result in an out-of-school suspension.

3. A minimum twenty-eight (28) calendar day suspension from participation in all student activities will be assessed for a violation of the Student Alcohol/Drug Abuse Policy, 11.04.3.

4. A minimum twenty-eight (28) calendar day suspension from participation in all student activities will be assessed for conduct that occurs away from school at any time and which (a) constitutes a serious breach of good conduct at the discretion of the Director of Greenwood; or (b) results in a summons being issued to the student, charges being filed in court against the student or conduct that is verified to the satisfaction of the Director of Greenwood or Assistant Director of Greenwood.

A second violation of the citizenship standard will result in expulsion from all student activities for the remainder of the school year or longer, depending upon the nature and severity of the conduct. The Dean of the College of Education and Director of Greenwood are authorized to develop and distribute additional citizenship standards for Greenwood that are not inconsistent with these rules.

XIV. Health and Safety

Parents must assume primary responsibility for their child’s health care, both at home and at school, and for the coordination of care between home and school.

Greenwood Laboratory School will provide limited supplies, equipment and facilities for the temporary care of those individuals who become ill or are injured at school.

If a student has a chronic health problem, it is the responsibility of the parents at the time of the initial diagnosis and at the beginning of each school year thereafter, to provide to the school in writing, the appropriate information regarding the health problem along with specific instructions for any special health care needs. In some cases, the school may request specifically written instructions from the child’s physician. Parents should visit with school personnel to clarify issues concerning the pupil’s health status and/or care at school.

A. Illness or Accident

The teacher will refer students who become ill or injured during the school day to the Health (Pals) room. Parent volunteers or office personnel will take appropriate action, which may include:

- Taking temperature
- Cleaning minor cuts or scrapes
- Applying bandages
- Making observations about the child’s illness or behavior
- Communicating concerns about the child’s illness or injury to parent, teacher and/or an administrator

Parents will be notified immediately in the event of serious illness or injury and if their child needs to be picked up for appropriate medical attention. If parents or the emergency contact person cannot be reached, an ambulance will be called to transport the student to a hospital emergency room. Parents will assume responsibility for all expenses.

B. Student Health Record
Parents are to fill out a Student Health Record on their child/children and return it to the office prior to the start of every school year.

Each student’s health record should include information concerning allergies and chronic illnesses as well as any medication that is prescribed. It is the parent’s responsibility to notify the office of any significant change in their child’s health status. Medical records of all students with chronic health problems are released in confidence to the Greenwood faculty.

C. Communicable Diseases

A child should not be in school if any of the following indications of infectious conditions are present:

1. Illness - Students who exhibit signs of illness or state that they are not feeling well will have their temperature taken. Students with a temperature of 100 degrees or more will be sent home.

2. Any student shall remain fever-free and/or no vomiting for a minimum of 24 hours before returning to school.

3. Cough, sore throat or cold symptoms - Students with severe enough symptoms to interfere with the child’s ability to learn.

4. Severe, persistent pain or other signs of illness (e.g. listlessness, irritability, unusual behavior, etc.) - The child should be checked by a physician to determine the cause and proper treatment.

5. Earache or drainage from the ears.

6. Inflamed or reddened eyes - A physician should be consulted (especially if the eyes are watering, itching, or draining) to determine if pinkeye exists.

7. Skin lesions, sores, or rashes - A physician should evaluate a child with skin abnormalities to determine the appropriate treatment and whether it is safe for the child to attend school.

8. Lice or nits (lice eggs) in the hair.

9. Common acute infectious diseases: These include (but are not limited to) measles, mumps, influenza, strep throat, chicken pox, pinkeye, impetigo and scabies. Students and employees with these or other contagious conditions are not allowed to attend school during the time they are likely to transmit the disease.

When a student is absent due to a contagious disease (e.g., strep throat, measles, chicken pox, pinkeye, etc.), the parent is asked to promptly notify the Greenwood office.

D. Immunizations

All students attending Greenwood Laboratory School must be in compliance with Missouri’s immunization laws and regulations. The school maintains individual health records that show the immunization status of every student attending school and submits the required immunization report(s) to the Missouri Department of Health in accordance with current guidelines.
A complete immunization record is required upon entering kindergarten or transferring to Greenwood. The parent or guardian of each student is responsible for providing the school with proof that the child has been adequately immunized, that immunizations are in progress, or that the child is legally exempt from immunizations.

For more information, contact the Greenwood office.

**E. Distribution of Medication**

Medications should be given at home, if at all possible.

1. **Prescription Medication** - Discuss the practicality of time-release medications with your physician that could eliminate the necessity to administer medications during the school day. If under exceptional circumstances, a student is required to take medication during school hours and the parent cannot be at school to administer the medicine, office personnel will administer the medicine. The administering of medications is a courtesy; therefore, the school retains the right to reject requests for medication administration.

   The parent or legal guardian must complete a medication authorization form and give it to the office (forms are available in the office) along with the medication prior to any administering of medication.

   Please note that the office has no refrigeration available.

   Under exceptional circumstances, a student may be allowed to take responsibility for self-administering medication, such as inhalers. This requires a doctor’s written authorization. The parent/guardian is to bring a completed medication authorization form to the office to be kept on file.

2. **Non-prescription Medication**

   The parent or legal guardian must complete a medication authorization form and give it to the office (forms are available in the office) along with the medication prior to any administering of medication.

   The medication must be in the original container and will be administered by office personnel.

**XV. Academic Progress - Elementary**

**A. Reports to Parents**

The elementary curriculum is goal-centered and process-oriented. Evaluation will reflect this philosophy.

When a child is performing below learning expectations, the teacher will contact the parent to discuss appropriate interventions.

Reports to parents will be made during two parent-teacher conferences. Parents will be given cognitive, affective, and specialized area reports. The reports will provide evidence of student progress toward academic goals. The final end-of-the-year report card will be mailed to parents. Also included will be cognitive, affective and specialized area reports and teacher recommendations.

**B. Guidance Services**
Guidance Program - The elementary counselor has a variety of responsibilities toward the students, parents and faculty. Whole class lessons are presented once a week. The underlying objective of the guidance program is to support each child as he/she grows in self-understanding and understanding others. In addition, the program helps the student develop a sense of responsibility and effective decision-making.

Individual Consultation - Students are welcome to come to the counselor’s office to discuss their concerns. Students should indicate to their teacher where they are going and make sure it is an appropriate time to leave the classroom. Suggested times are before and after school and during their recesses and lunch.

Limits of Confidentiality - The counselor will keep information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed. Counselors will consult with other professionals when in doubt as to the validity of an exception.

C. Testing

Test results may be used to make wise educational decisions. Test results may also be used for instructional and administrative purposes. Student required tests are:

Kindergarten Screening: Prior to being accepted for kindergarten, children are screened during the spring, to determine learning and social readiness.

- TerraNova (Fall)  
  Reading/Language Arts, Math  
  Reading/Language Arts, Math
- Missouri Assessment Program (MAP) (Spring)  
  Communication Arts  
  Science  
  Math

D. Homework or Independent Practice

Homework is recognized as a valuable component of the educational process. Homework is judiciously assigned to reinforce the skills taught during teacher-directed learning or as an extension of enrichment or class-initiated activities. Assigned homework helps to build a foundation of independent study and lifelong learning, as well as to nurture an understanding that students’ responsibility is to master the learning objectives. Homework requires effort and time that extends beyond regular school hours.

Parents should establish a time and place for students to do their homework. Students are to be encouraged and are responsible for doing their own homework.

Reading for pleasure and information, writing creatively, conducting experiments, researching, writing reports, visiting museums and other places of interest, and watching educational television programs may be assigned as appropriate homework.

Assigned homework at the elementary level should not require more than 30 minutes on any given day for students in the first three grades. It should not be more than 60 minutes for students in grades four through six.

E. Recognition
See XVI. Academic Progress – Secondary, D.2. President’s Education Awards Program

XVI. Academic Progress - Secondary

A. Report cards and Grade Point Average (GPA)

Report cards are mailed to parents at the end of each quarter of the school term. The first and third reports are progress reports. The second and fourth reports contain the semester grades, which become part of each student’s permanent record and are used to determine class rank in grades 9-12. A student may obtain his/her unofficial class rank from the secondary counselor.

Individual teachers may send mid-progress reports between the quarter grading periods. These reports are mailed to parents for students that are making a C- or below in any class.

It is the responsibility of each student to communicate with his/her teachers and parents about day-to-day progress in academic course work. The faculty and administration encourage parents to communicate with the teachers and to schedule conferences.

Grades are administered as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>E</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Up to 10% of the semester grade in any class may be determined by class participation. Class participation may include such factors as attendance, punctuality, student preparation and contributions to the class learning environment and cooperative attitude. The exceptions to this 10% maximum class participation factor are physical education and Fine Arts classes. These classes, due to their nature, use a greater class participation factor.

Final examinations, or other appropriate evaluative activities, are to be administered in all secondary classes at the close of each semester. The culminating activity should count for approximately 10-20% of the total semester grade.

I - Incomplete: Due to extenuating circumstances, a teacher may choose to assign an incomplete grade. Students will have until the end of the second school week of the next quarter to complete course work. Final class rank is affected by incomplete grades. Incomplete grades will remain as “I”s until two weeks after the grading period ends; at that time, an incomplete grade will be changed to an F.

Grade averages are computed on an eleven-point scale as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.00</td>
<td>A</td>
</tr>
<tr>
<td>10.00</td>
<td>A-</td>
</tr>
<tr>
<td>9.00</td>
<td>B+</td>
</tr>
<tr>
<td>8.00</td>
<td>B</td>
</tr>
<tr>
<td>7.00</td>
<td>B-</td>
</tr>
<tr>
<td>6.00</td>
<td>C+</td>
</tr>
<tr>
<td>5.00</td>
<td>C</td>
</tr>
<tr>
<td>4.00</td>
<td>C-</td>
</tr>
<tr>
<td>3.00</td>
<td>D+</td>
</tr>
<tr>
<td>2.00</td>
<td>D</td>
</tr>
<tr>
<td>1.00</td>
<td>D-</td>
</tr>
</tbody>
</table>

B. Homework

The purpose of homework is:

- To preview material for the next class
- To provide general review or reading
• To reinforce the acquisition of concepts of the course being studied
• To provide the needed drill and application of the skills to be mastered in the subject
• To promote independent study skills and confidence in becoming a self-learner
• To stimulate creative intellectual activity through problem-solving and self-expression in such activities as compositions, journals and other projects

Homework in grades 7-12 is assigned according to the subject matter being studied, but should be reasonable according to the time the student spends in school and the time available after the regular school day ends.

C. Quarterly Honor Roll

• “A” Honor Roll consists of students who earn an A in every class.
• “A and B” Honor Roll consists of students who earn only As or Bs in every class.

D. Recognition of Excellence

1. Valedictorian/Salutatorian
   a. Valedictorian(s)
      Senior or seniors with the highest cumulative grade point average.
   b. Salutatorian(s)
      Senior or seniors with the second highest cumulative grade point average.
   c. Valedictorian(s) and Salutatorian(s)
      Both are determined at the end of seven semesters and must have attended Greenwood their junior and senior years.

2. President’s Education Awards Program

   The President’s Education Awards Program, established by the U.S. Department of Education, recognizes and honors outstanding educational achievement. To be eligible for this award, students at each awards level 8th grade-junior high; 12th grade-high school) must meet these requirements:
   a. Secondary: GPA and Standardized Achievement Test Scores
      • Secondary students must earn a grade point average of 90 on a 100 point scale (an A- on a letter scale or 3.5 on a 4.0 scale).
      • Achieve in the 85th percentile or higher in math or reading.
   b. Recognition
      • Junior high students are recognized at the end of 8th grade based on their academic performance from first semester in 7th grade through the first semester of 8th grade.
      • High school students are recognized at the end of 12th grade year based on their academic performance from first semester in 9th grade through the first semester of 12th grade.

3. Academic Honor Societies
a. National Honor Society - Eligible candidates must have a minimum grade point average of 3.6 on a 4.0 scale, and must be enrolled in Greenwood for a period equivalent to one semester prior to being inducted into the society. A Faculty Committee consisting of five faculty members, selected by the Director of Greenwood, selects students for membership. In addition to Scholarship, students are considered for membership on the basis of character, leadership and service. Membership is more than an honor; it is a responsibility and the beginning of an obligation. Once selected, a student must continue demonstrating these outstanding qualities. If a student fails in any one of these basic areas or if a student fails to maintain a 3.6 grade point average, on a 4.0 grade scale, the student may be subject to a period of probation or dismissal from the society.

- A student can demonstrate Character by upholding principles of morality and ethics, meeting responsibilities to the school, cooperating with school regulations and showing concern for others.
- A student can demonstrate Service by showing a willingness to render service to school and community, putting service to others above self-gain and giving time, effort, and talents for the well being of others.
- A student can demonstrate Leadership by promoting school activities, holding school offices in positions of responsibility and offering constructive ideas to improve the school.

b. Mu Alpha Theta – A high school and junior college math honor society. Members are invited to join after completion of Geometry and Algebra II. In order to be invited, the student must have earned a grade of A- or above each semester of Algebra I and all subsequent math classes.

4. College Preparatory Studies Certificate

To be eligible for the certificate, a student must meet these requirements:

- Complete a rigorous high school program cooperatively planned by the school, the student and the student’s parents.

The program must include at least these units of credit:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Practical Arts</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Specified Core Electives</td>
<td>3</td>
</tr>
<tr>
<td>General Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>25</td>
</tr>
</tbody>
</table>

- Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined core subject areas of English/language arts, mathematics, science and social studies. The school may calculate GPAs for its students at the end of the seventh or eighth semester of high school.
- Score above the prior year’s national composite average on the American
College Test (ACT) or on the Scholastic Aptitude Test (SAT). This
criterion is revised annually to reflect the latest national averages from the
ACT and SAT. Check the current year’s certification forms for the required
minimum scores.

E. Class Load

All Greenwood students (7-12) will be required to be enrolled in seven classes throughout both
semesters. These classes may include a night class, a dual enrollment classes, Springfield R-12
classes and the regular Greenwood classes.
Students, unless signed out with office approval, must remain in the Greenwood library or
computer lab during any unscheduled period.

F. Transfer Credit and Correspondence Courses

Students in grades 9 through 12 shall not transfer more than two (2) units of credit outside of their
regular class load including summer school and correspondence classes as units of credit required
for graduation, exceptions may be made by the Director of Greenwood.

G. Adding/Dropping a Course

Schedule changes are discouraged and will follow a thorough review by the counselor, parent,
student and office administration. Extenuating circumstances of a serious nature must exist prior
to review. Schedule changes must be made during the first week of the first semester and must
have parental approval. Students taking college courses will follow the University guidelines for
adding or dropping a course.

H. Repeating a Course

Students who earn a D+ or below may retake the course. Both classes will be reflected on the
transcript; the first class will indicate “credit,” if a passing grade was earned. The second attempt
will be used in computing the grade point average regardless of the grade earned. No more than
two (2) courses may be repeated during grades 9-12. Students may only receive credit for
mentoring for two semesters. Students may receive credit for an internship a maximum of four
semesters.

I. Testing

Test results are used to make educational decisions regarding the student’s academic program.
They may also be used for instructional and administrative purposes. Student required tests are:

- Missouri Assessment Program (MAP) – (spring)
  Math Grades 3 thru 8
  Science Grades 5, 8
  Communication Arts Grades 3 thru 8
- Missouri Assessment Program (End of Course)
  Algebra I
  Biology
  English II
- Terra Nova Grade 6
- EXPLORE (ACT series) Grade 8
  Student fee
- PLAN (ACT series) Grade 10
J. Concurrent Enrollment and Dual Credit

Concurrent enrollment at Missouri State University is available to Greenwood sophomores with special permission from the university. Enrollment is available to all Greenwood juniors and seniors with the following conditions:

- A 3.00 cumulative GPA on a 4.0 scale
- An ACT composite score of 21 (or an equivalent PLAN, PSAT, or SAT)
- Received the approval of parents
- Received the recommendation of the Greenwood counselor

Juniors may dually enroll in one university course each semester with approval of the university and secondary counselor. Seniors may enroll in two classes each semester. Requests must be made in writing and may require special permission.

Greenwood students enrolling in university courses must meet all university prerequisites for enrollment.

Seniors will have their MSU tuition and fees waived for three credit hours per semester during their senior year. Juniors are responsible for their own expenses.

Students receiving college credit hours may also receive Greenwood units as follows:

- 5 college hours = 1 unit
- 4 college hours = .800 unit
- 3 college hours = .600 unit
- 2 college hours = .400 unit
- 1 college hour = .200 unit

The Director of Greenwood shall have discretion regarding the administration of this policy with the advice and approval of the Dean of the College of Education and in accordance with Revised Missouri Statutes.

K. Guidance and Counseling Program

Guidance and counseling is an integral part of Greenwood’s total educational program. The guidance program includes a guidance curriculum, individual planning, responsive services and a support system. The program is designed to address the needs of all students by helping them acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

Limits of Confidentiality – The counselor will keep information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements
demand that confidential information be revealed. Counselors will consult with other professionals when in doubt as to the validity of an exception.

L. Continuing Placement

Students in grades 7 - 12 who are failing two or more core classes (math, science, social studies or language arts) at the end of the fall or spring semester may be removed from the class rolls at Greenwood.

Appeals may be made to the Dean of the College of Education.

XVII. Elementary Special Events

A. School Parties

Scheduled school parties include Halloween, December Holiday, Valentine’s Day and end of year picnic.

B. Birthdays

Birthdays are celebrated in a variety of ways at Greenwood. Generally, students are requested not to bring treats. The classroom teacher must approve exceptions to this guideline.

In the past, some students have purchased a book for the library in celebration of their birthday. The librarian will assist with such purchases and will make sure each gift to the school is acknowledged in a special way.

C. Gifts/Flowers/Balloons

Gifts received at the school, such as flowers or balloon bouquets, will be held in the office until dismissal. This will ensure the safety of the gift as well as minimize classroom distractions.

XVIII. Secondary Curricular and Extracurricular Activities

A. Student Council/Extracurricular

Student Council is the governing organization of the student body. It is composed of an Executive Committee consisting of the President, Vice President, Secretary/Treasurer and Assemblies Commissioner. Other Student Council members are elected from each grade level, (7 - 12). Each grade has three voting members: two Representatives and the Class President. The Student Council provides an opportunity for its members to acquire training in leadership, government and democracy. The goals are to promote school spirit, citizenship, scholarship and a better understanding between the faculty and students. These goals are promoted through a number of activities including Homecoming, and Honor Day.

1. Homecoming

Greenwood homecoming is a traditional event that is held during the fall sports season to honor Greenwood alumni. A cookout, pep assembly, and the crowning of the homecoming queen promote excitement for the athletic contest. The Alumni Center sponsors a homecoming brunch on Saturday morning for Greenwood alumni. The homecoming dance on Saturday completes the schedule of homecoming activities. The queen and her attendants are presented by the student body president at the dance intermission and are honored with the Queen’s Dance.
2. Honor Day

Greenwood Honor Day is traditionally held in the spring. The list of honors will be given to students on an annual basis. Sir Greenwood admits each student honored to the “Order of the Rose.” An American Beauty Rose, a symbol of accomplishment, is presented by Fair Greenwood. In order to be admitted to the “Order of the Rose,” a student must attain one or more honors.

3. Memories Assembly

The memories assembly is traditionally held in the spring. A student committee is responsible for the format and collection of materials, video editing and video production. This committee is not necessarily made up of student council member. All materials must be reviewed and approved by a faculty panel that includes an administrator, secondary counselor, senior class sponsor and other faculty members.

B. Class Organizations/Class Responsibilities

Classes in grades 7 - 12 are organized by electing a slate of officers including President, Vice President, Secretary/Treasurer, two Student Council Representatives and two Alternates. Grades 9 through 12 have responsibilities for promoting various school activities as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade</td>
<td>Fundraising</td>
</tr>
<tr>
<td>10th Grade:</td>
<td>Fundraising</td>
</tr>
<tr>
<td>11th Grade:</td>
<td>Decorations for Homecoming Coronation</td>
</tr>
<tr>
<td></td>
<td>Blue and Gold Tournament Programs</td>
</tr>
<tr>
<td></td>
<td>Junior/Senior Prom</td>
</tr>
<tr>
<td>12th Grade:</td>
<td>Homecoming Dance</td>
</tr>
<tr>
<td></td>
<td>Selection of Speakers for Graduation</td>
</tr>
</tbody>
</table>

C. Athletic Programs/Extracurricular Activities

It is the intent of the athletic programs to promote high ideals among all participating athletes. Each student is encouraged to participate and is expected to adhere to accepted codes of conduct. All students participating in interscholastic athletics are required to have a physical examination prior to starting practice and verification of an insurance form on file.

All students participating in interscholastic competition are covered by the Missouri State High School Activities Association and must meet the general and specific standards of eligibility of the above association. All students involved in extracurricular activities will be given a copy of the Greenwood Laboratory School Academic Eligibility Requirements and Attendance Rules for Extracurricular Activities. Both the parent and the student must sign a form indicating they have read and understand the Greenwood Laboratory School Academic Eligibility Requirements and Attendance Rules for Extracurricular Activities. The signed form must be returned to the Greenwood office. This will only be done one time per school year and will cover all extracurricular activities.

1. Academic Eligibility Requirements

Refer to Missouri State High School Activities Association (MSHSAA) Guidelines By-Law 213.0

Interpretation: For a high school student to be eligible to participate in extracurricular activities, a student must have passed five classes in the semester preceding the current semester, or he/she will not be allowed to participate in interscholastic athletics and
activities during the current semester. For junior high, students must have been promoted and not failed more than two subjects during the preceding semester.

2. Attendance Requirements

Please refer to Missouri State High School Activities Association (MSHSAA) Guidelines By-Law 200, Student Eligibility Requirements 211.0 and Citizenship Requirements 212.0.

Interpretation: A student shall not be considered eligible while under suspension. If a student misses class on the date of a contest without being excused by the Director of Greenwood or Assistant Director of Greenwood, he/she shall not be considered eligible on that date and could not be certified eligible again until the student attends a full day of classes without an unexcused absence.

Additional Greenwood Student Eligibility Requirements/Citizenship Standards, effective January 1999:

The Greenwood Director of Greenwood or Assistant Director of Greenwood are the only people authorized to excuse a student for emergency situations from a class or classes during the day of an extracurricular activity. It is the responsibility of the parents to call the Director of Greenwood or Assistant Director of Greenwood as early as possible on the day of the absence and secure permission from the Director of Greenwood or Assistant to the Director of Greenwood to excuse their child, which would then permit their child to participate in that day’s extracurricular activity. Scheduled or planned absences need five days notice to the Director of Greenwood and teachers. The Director of Greenwood, Assistant Director of Greenwood and the Athletic Director of Greenwood will always make the final decision on eligibility for participation in extracurricular activities. In addition to the parents securing permission from the Director of Greenwood, the parent and/or student is to bring verification of the emergency upon return to school.

Coaches/sponsors recognize that their programs are an extension of the regular curriculum of the school. Coaches/sponsors will work together with faculty to insure that each student maintains a clear academic focus and a good attendance record during their season. The MSHSAA by-laws and Greenwood Academic Eligibility Requirements and Attendance Rules will be used to determine eligibility.

Spectators are also subject to MSHSAA standards of citizenship when in attendance at a scheduled athletic contest. Violations require an action plan and a written response to MSHSAA.

The following is a list of sports in which students may participate:

- Basketball
- Cheerleading
- Golf
- Soccer
- Tennis
- Track
- Cross Country

Please note that debate, vocal and instrumental music programs are offered as extracurricular activities and fall under the same MSHSAA and Greenwood guidelines.

D. Student Publication/Curricular
1. **Yearbook**

   The yearbook reflects the school year. The staff consists of Managing Editor, Business Editor, Photography Editor, Layout Editor, Staff Artist and a support staff of photographers and copywriters.

E. **Academic and Service Clubs/Curricular**—The following clubs or organizations may be offered based upon student interest and faculty sponsorship:

1. **Spanish Club**

   The members of the Spanish Club are students enrolled in Spanish classes. The club promotes a better understanding of Spanish-speaking people and their customs. Elected officials include: President, Vice President, Secretary and Treasurer. It is the responsibility of the officers to plan and carry out the activities. The sponsor supervises and advises the students.

   Their activities include a Spanish dinner, parties and picnics. There are no membership dues, but members contribute money to cover the expenses of the activities.

2. **Math Club**

   The high school Math Club meets throughout the school year. Club officers include a President, Vice President, Secretary and Pi Day Co-chairpersons. Officers are elected at the annual organizational meeting with the President being a senior member of the organization.

   Math Club activities include the preparation and hosting of Pi Day each year and participation in local, state and national math competitions.

3. **French Club**

   The French club offers an opportunity to learn more about the French and Francophone cultures and languages. The French Club is open to students enrolled in French classes, or students who have completed French I and II in the past at Greenwood. The officers are President, Vice-President, Secretary and Treasurer.

   Activities include a French meal at a local restaurant as well as a French film. There are no membership dues, but each member is expected to participate in the cost of an event.

4. **Ambassadors**

   Each spring students may apply to be an Ambassador. A committee of faculty and staff meet to select the best candidates based on character, academics and teacher recommendations.

   The Ambassadors act as hosts at school functions, assist teachers at the beginning of the school year and volunteer to assist at other Greenwood activities.

5. **Public Affairs Club**

   Public Affairs Club members support the mission of Missouri State University through their activities. Each member must perform at least fifty hours of service to the home, school and community annually. Meetings are held monthly, and activities are scheduled after school or on weekends. Club activities include fundraising for charitable
organizations, conducting school service drives and participating in hands-on volunteer work.

6. Culture Club

Membership is open to any student interested in exposure to cultures from various segments of American life as well as cultural diversity from other nations.

7. Exercise Lifestyle Club

Members support enrollment in an online physical education course designed to develop healthy lifestyle. Activities are designed to meet the needs of the individual student. Each minute of exercise is counted toward fulfillment of a physical education requirement.

8. Fellowship of Christian Athletes

Members meet each month to promote the ideals of Christian beliefs and attitudes. Membership is open to any student who wishes to support organizational efforts to ensure Christian beliefs and attitudes are evident in athletics as well as everyday life.

9. Other Academic Competitions

In addition to competitions conducted through academic clubs, students may have the opportunity to participate in other academic competitions. They include History Day, Mid-America Model United Nations, GeoBee, Ozark Science Fair, math competitions, etc.

XIX. Library Media Center (LMC)

Description of the Greenwood LMC, its holdings and access to information:

The Greenwood Library Media Center, a branch of the MSU libraries, is set up to provide students in grades K-12 with complete access to print and electronic resources. The book collection is current and is designed to support the school curriculum as well as to offer books for pleasure reading to all students. The LMC subscribes to a variety of magazines and newspapers and offers students access to a large number of full-text journals and encyclopedias via the MSU libraries electronic network. High school students are allowed to check out books from the Meyer Library.

A. Hours of Operation

Hours of operation for the Greenwood LMC are 8 a.m. to 5 p.m. Monday through Friday, year round, except for school holidays. Although elementary classes have a weekly scheduled “library time,” the LMC maintains an OPEN policy for all students, K-12. All students are encouraged to use the LMC after school, for special assignments, or for personal assistance with electronic resources. Individual students or small groups are welcome to use the LMC for specialized research throughout the school day. Teachers may schedule times to bring a class to the LMC for special projects and are encouraged to work collaboratively with the library media specialist to enhance the learning of the students.

In addition, students and their parents are encouraged to use the LMC during the summer months. Students are allowed to check materials out of the library throughout the summer and are encouraged to begin to read the “Show Me” and “Mark Twain” Award nominees so that they will be able to vote for their favorite book in the spring.
B. Loan Periods

The circulation (check-out) period for all students, K-12, is two-weeks; however, books may be renewed for additional time, if needed. As a general rule, elementary students may have two books checked out at a time; however, additional books (up to a total of 5) may be checked out for research projects. Students may return books at any time and check out new books. Students in grades 7-12 may check out up to a total of 10 books. This total may be from either Greenwood and/or Meyer.

C. Fines/Charges for Overdue/Lost Books

Elementary students are not charged overdue fines, but are encouraged to return books before the due date. Students in grades 7-12 are charged overdue fines at the rate of $.05 per day. If a book is damaged or lost, all students incur the following charges: (1) replacement cost for the book and (2) a $10 processing fee. Students in grades 7-12 may also incur an overdue fine. If the book is later found, it can be returned for reimbursement of the replacement cost. Processing fees and fines are non-refundable. Grade cards will be withheld until overdue books are returned.

D. Internet Use Policy

In order to access the Internet either in the LMC or the Computer Lab, all Greenwood students, K-12, must have on file a current Internet use permission form that has been signed and dated by the student, a parent, the Computer Lab teacher and the LMS. Students are expected to use the Internet in a responsible manner; those who abuse Internet use may have their access restricted or curtailed.

XX. Parent/Student Handbook Approved by the MSU Board of Governors

All families will receive a current copy of the Parent/Student Handbook as approved by the Board of Governors of Missouri State University in the fall semester of each year.

The MSU Board of Governors approved this handbook June 30, 2007.