

# **Oak Grove Primary**

## **Student Handbook**

**2017-2018**



**500 SE 17<sup>th</sup> St.  
Oak Grove, MO 64075**

**816-690-8770**

***Mrs. Laura Oylar  
Principal***

**OAK GROVE PRIMARY**  
**MESSAGE FROM THE PRINCIPAL**

Welcome! On behalf of faculty and administration, I would like to welcome you to this academic school year. I am pleased that you are a part of the Oak Grove R-VI School District. I anticipate your involvement and cooperation in making this year successful. This student handbook has been prepared to help answer many questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of our schools. I believe following these will help us to have an orderly school conducive to learning. A common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns should occur, I am available to discuss and help resolve any situation. Feel free to call **690-8770** for the Oak Grove Primary Building and arrange a conference if the need arises.

**MISSION STATEMENT**

Our mission at Oak Grove Primary, in cooperation with family and community, is to assist each student in becoming a lifetime learner by providing the guidance, tools, and opportunities to maximize their academic, social, and individual potential.

**OAK GROVE PRIMARY CORE BELIEFS**

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school.

1. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
5. Adults in the building are here to help students make good choices, and they are not here to judge.

**SCHOOL HOURS**

**Oak Grove Primary School (Grades K-2)**

8:25 a.m.	Doors open – students report to breakfast or classrooms
8:40 a.m.	School Starts - Tardy Bell
3:30 p.m.	Dismissal

The building is open for students from 8:25 am to 3:30 pm. **If students arrive earlier than 8:25 am, parents are responsible for supervising them outside the building.** The front doors will not open until 8:25 am. Students may eat breakfast in the Primary cafeteria beginning at 8:25 a.m.

Neither the school, nor the teachers will assume responsibility for the welfare and safety of students who come to school before the beginning of the day or after being dismissed to go home.

**SCHOOL ADMISSION**

By law students may enroll for school if their birthdates occurs in the following manner:

- Kindergarten students must be five (5) years of age BEFORE August 1.
- First grade students must be six (6) years of age BEFORE August 1.

Age must be verified by an official birth certificate, not a hospital birth record. Immunization records must be complete. The Oak Grove R-VI School District also requires your child's social security number upon registration to be used in our attendance and student database as their student number. You will also be required to show proof of residency within the Oak Grove School District. If students are transferring from other schools, their parents will be asked to sign a release for student records to be sent to our school. We must receive the records before the student may officially start school.

### **TRANSFER OF PUPILS**

If you plan to move from this school district, please notify the office prior to the intended last day. Students must pay all charges and fines and return school property before checking out of school.

### **NOTIFICATION OF PLACEMENT**

The Oak Grove School District requires all families to provide a new proof of residency each year in August to verify living within our district boundaries. The following items are accepted:

1. July or August utility bill: gas, electric or water
2. Rental Contract (with all signatures)
3. Mortgage Contract (with all signatures)

Primary students will receive their teacher placement letter once the proof of residency has been provided.

### **IMMUNIZATION REQUIREMENTS**

According to state statute, it is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the Division of Health of the Department of Public Health and Welfare, and can provide satisfactory evidence of such immunization. It is unlawful for any parent or guardian to refuse or neglect to have his/her child immunized, as required by this section, unless the child is properly exempted.

### **ATTENDANCE**

Satisfactory school progress is dependent upon regular attendance. Regular attendance is important as class time lost cannot be made up. When students miss school, it is their responsibility to see that assignments are made up. Students are expected to be at school except in cases of emergency, illness, or school-approved absences.

#### **Steps to follow when absent:**

1. Parents should call the school at **690-SICK** on the first day the student misses.
2. **A doctor's statement will be required for an extended illness:**
  - **Students missing 5 days can expect a letter to be sent home from the principal**
  - **Students missing 8 days can expect a letter from the principal**
  - **Students missing 10 or more days will need a doctor's notice, conference with the principal and/or intervention from outside agencies**
3. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or PE will require a doctor's statement.

4. Make-up work is required when applicable. Sufficient notice should be given to the teacher when requesting make-up work. Please request assignments by calling the school office by 9:30 a.m. Assignments will be ready at the office by 3:00 p.m.

### **Tardiness:**

A student is considered tardy after 8:40. All students should report to the office when arriving late and a parent/guardian needs to sign the student in. Excessive tardies can contribute to poor academic performance and place hardships on students to make up missed work. Even a few minutes late starts the day off wrong for the student and is disruptive to the class.

The school's course of action for excessive tardies is as follows:

- After 10 tardies the teacher will contact parents to alert them of the concern.
- After 12 tardies the principal will contact the parents.
- After 15 tardies the Division of Family Services may be contacted.

### **Check-out Procedures:**

1. No child will be released from school to anyone other than a parent or guardian unless prior verified arrangements have been made. We are sure you will appreciate our concern in this matter. We also ask that adults picking up students be prepared to show identification.
2. Please report to the principal's office to have your child released from school. The office will contact the teacher to send the student to the office. We ask that you wait in the foyer area for your student, to reduce the interruption to the classroom and instructional activities.

**If a student misses more than 5 days or 35 hours of absence, tardies or early dismissal, parents will be contacted by letter from the principal. Following 8 days or 56 hours of absence, tardies or early dismissal, parents will be contacted by letter from the building principal. If a student misses 10 days or 70 hours of absence, tardies or early dismissal, parents will need to provide a doctor note and conference with the principal or intervention from an outside agency. Persistent absenteeism/tardiness or early release creates a genuine hardship for a student's academic success and is regarded as a serious problem. If excessive absenteeism continues, school officials will contact outside social or state agencies.**

### **ATTENDANCE AT ACTIVITIES AFTER ABSENCE**

To attend a school-sponsored activity, a student must be at school by noon on the day of the activity if she/he has been absent that morning. If the absence is a day or more, the student must be in attendance all day on the day of the activity. Any student who goes home ill during the day will not be allowed to participate in or attend an activity that night.

### **PERFECT ATTENDANCE**

Students are recognized throughout the year and at the conclusion of the school year for perfect attendance. Students who arrive after the 8:40 bell or leave prior to the 3:30 dismissal bell will not be eligible for perfect attendance recognition. Out of school suspension days will count against attendance records.

### **COMMUNICATION**

The district strives to support communication with parents through a variety of means.

**Grade cards:** 1<sup>st</sup> quarter grade cards will be given at Parent/Teacher Conferences. All consecutive grade cards will be emailed to parents. Please make sure that the office has a current email on file. Paper copies will be provided to those who do not have a valid email address on file.

**Newsletters:** Each building and teacher sends home regular information about upcoming events and instructional activities, trips, etc. via newsletters.

**Voice mail and E-mail:** Each of our professional staff members has both voice and e-mail services available. Call the main number for your building and ask for your child's teacher's voice mail at any time to leave a message. Your call will be returned promptly. All staff members have E-mail addresses following this pattern: (First initial, last name)@oakgrove.k12.mo.us.

**On the Web:** Building and district information are available at the district's home page at [www.oakgrove.k12.mo.us](http://www.oakgrove.k12.mo.us). This site includes a link to the Primary web page as well as individual teacher web pages.

**FAX:** Our FAX machine is available 24 hour a day: The number is 816-690-6984.

**Communication with non-custodial parents:** Unless specifically court-ordered otherwise, non-custodial parents have the right to access school information about their child, and may maintain communication with their child's teacher. We consider it the obligation of the parents to maintain lines of communication with each other regarding their children's events, and request that you not ask us to mail duplicate copies of routine communication to the non-custodial parent.

### **PARENT LINK- OG APP**

The Primary School has activated a Parent Link on our web site. Through this web-based system you will be able to view your child's demographic information. Parents will have the opportunity to sign up for Parent Link during enrollment. Parents must have an email address to use Parent Link.

The Oak Grove R-VI School District App is now available for download in your iTunes or Android App Store. The OGR6 App will give you quick access to information and activities in each building. Please follow the link below for more information.

<http://launch.customschoolapp.net/oakgrover-vi/>

### **SCHOOL MESSENGER**

The district has an automated voice messaging system called School Messenger. Parents have the opportunity to sign up for School Messenger at enrollment. Parents who sign up for School Messenger will receive phone calls, texts or emails for important reminders, upcoming school events, and cancellations due to weather.

You can receive text messages by sending a text of "Y" or "Yes" to our school short code number, 68453.

### **WEATHER EMERGENCIES**

Schools will not be open when it is considered too dangerous for buses to travel. Please do not call the school office to check for school closings. Parents who have signed up for School Messenger, our automated voice messaging system will receive a phone call or email. Announcements will be made on radio stations and local television stations if schools will be closed. Please listen for these announcements.

In the case of an actual weather emergency event, our communication system allows us to communicate internally, as needed, in a timely manner, if other systems have failed, and we will do our best to keep you updated when we divert from our normal day.

In the event of severe weather, the safety of our students and staff are of the highest priority, and is our focus when weather sirens are sounded. If we have been advised to take shelter, our office staff will be sent to a safe location as well. This means our secured doors will not be monitored, and our phones will not be answered until the “all clear” occurs.

### **ARRIVAL AND DISMISSAL**

We ask that parents picking up or dropping off students in a vehicle to enter the Kiss and Go lane off of Oak Ridge Drive and head west toward the Primary building. Please pull up to the farthest point of the drive available, where a staff member is standing. The staff members will open the door and let your student in or out of the car. If you are not able to drop off your student and need to escort them into the building, please park in the south gravel parking lot and walk into the office and check in. Students are considered “walkers” if the parent does not want to drive through the Kiss & Go lane and would rather park and walk up to the building and pick up their student on foot. Parents should park in the south gravel parking lot or by the t-ball fields and walk up to the west kindergarten doors where a teacher will dismiss the student to the parent.

### **TRANSPORTATION CHANGES**

Parents are asked to make after school arrangements with their children before they leave home by sending in a note with the student or by calling the Primary office before 3:10pm. Please note that every attempt will be made to ensure that your child arrives home safely, but in the event that you need to change your child’s end of the day routine, please note the following:

#### **Bus Rider Policy**

Parent must send in a note or call the office to notify of the change. Parents must also call the bus barn at 690-3813 to notify driver. There may be times when a student wants to ride a bus home with a friend. A note must be written by both sets of parents requesting that this be done.

#### **Signing Out**

When it becomes necessary for you to pick your child up from school during school hours, please do so before 3:10pm. For the safety of our students, we do not want adults in our building during our end of the day dismissal procedures. After you are buzzed into the building, please come to the office and follow the sign-out procedures. Your child will be called to the office to meet you. If our staff is unfamiliar with the person picking up your child, picture identification will be requested.

### **TELEPHONE USE BY STUDENTS**

Students will not be permitted to call home for non-essential items

### **PARENTS VISITING SCHOOL**

Parents are welcome to visit school to see the work going on in the classroom. Several short visits each year are better than one long one. We ask that you wait until after the first two weeks of school, but do visit before the last two weeks. Please leave the preschool children at home because a small child in a classroom is much too interesting to pupils to permit normal classroom work. Children unaccompanied by their parents may not visit classes. We ask that you schedule the time and day with your child’s teacher and report to the office upon arriving at the school. *All visitors are asked to sign in at the office upon arrival to receive a visitor tag. This will be in effect from 8:25-3:30 each school day.*

## **CHANGE OF ADDRESS AND PHONE NUMBER**

It is important that the school has a current address and phone number on file. Please notify the office of any changes as soon as possible. A change in address will require new proof of residency paperwork, which includes providing the office with a current water, gas, or electric bill.

## **COUNSELING SERVICES**

A counselor will be available at each of the schools. They will be there to assist students and to provide counseling services at each school. Students are encouraged to make use of the counselors by arranging for an appointment through the counselor's office.

## **CELL PHONE USAGE BY STUDENTS**

Oak Grove Schools discourage the possession of cell phones in the building and strictly prohibits the use of cell phones during school hours. The use of cell phones includes but is not limited to text messaging, making a call, checking the time, turning down the volume, and using the camera or other features on the phone. If a cell phone is visible or audible it will be taken to the office to be picked up by a parent.

## **FIELD TRIPS**

Each grade level may take an educational field trip each school year. Only parents or legal guardians with a valid background check may volunteer as chaperones. Parents/Guardians are responsible for the cost of the background check which is approximately \$45.00 and will be valid for 3 years. A current background check from a parent's employer is acceptable. If a limited number of chaperones are needed, the classroom teacher will draw names. Parents should not obtain a background check until they have been notified by the teacher that they were selected. Parents are expected to ride the school bus to and from the field trip. Younger siblings or other family members should not attend. Unfortunately, all field trips have to be paid in full before the date of the event, so no refunds can be given if a student or chaperone is absent on the day of the trip.

## **STUDENT BIRTHDAYS**

Students with birthdays during the school year are recognized during the morning announcements on the day of their birthday. At that time, they are to come to the office and get their birthday book. Students who have birthdays which fall on a weekend or holiday are recognized prior to the date. Teachers individually determine classroom recognition of student birthdays. Students whose families plan to send treats to the classroom should contact the classroom teacher to arrange for treats for all students in that particular classroom. Due to an increasing number of students with life threatening food and nut allergies, as well as students with special dietary needs, it is required that any food for distribution and/or instruction be **nut free** and be commercially labeled with ingredients (store bought). Students who bring invitations to school for distribution must include all students in that classroom or all girls/boys. Due to confidentiality restrictions, school personnel are not allowed to provide student address and/or phone number information for party invitation purposes.

## **TREATS/SNACKS/PARTIES**

All shared treats and snacks must be **nut free** and commercially labeled with ingredients (store bought). Homemade treats or snacks are not allowed at school if it is to be distributed to other students. We strongly encourage you to select a treat or snack with nutritional value.

## **DELIVERIES TO STUDENTS AT SCHOOL**

Flowers, balloon bouquets and other items that are delivered to students for birthdays, Valentine's Day or other special events will be held in the office until the end of the day. Students will be called to the office after 3:00

to collect their delivery. To maintain student safety, glass containers and balloons are not allowed on the school buses.

### **CLASSROOM RESPONSIBILITY**

One of the prime requirements for learning is willingness on the part of the student to follow instructions, cooperate, and to accept the guidance of the teacher. Contrary practices deter the learning process; therefore, the following regulations are presented for the purpose of clarification:

- Students are expected to come to class promptly with the books, pencils, pens and other materials necessary for successful accomplishment of the work at hand.
- Students are expected to be cooperative with their teachers, to carry out the instructions of their teachers, and to conduct themselves in a quiet and orderly manner at all times when in the classroom or under teacher supervision.
- Students are expected to do their assigned work, both class work and homework, regularly, promptly, and thoroughly.
- Students must recognize that the teacher is the ultimate authority in the classroom and that acts of insubordination are among the most serious acts of misconduct and will not be tolerated at any time or occasion.
- Students who are guilty of infractions of good conduct will be referred to the office for disciplinary actions. Pronounced lack of interest in learning, persistent lack of cooperation, failure to bring supplies, and disturbing other students are examples of reason for referral.

### **BEHAVIOR EXPECTATIONS AND INTERVENTIONS**

In order to provide a productive learning environment, teachers have been given several trainings in behavioral expectations and interventions. Our goal is to help bring about lasting changes in students' attitudes towards themselves and others around them, so that they can be productive students in the classroom, are in control of their own behavior, and find acceptable solutions to their problems.

**It is never okay to be disruptive or hurtful.**

#### **Oak Grove Primary Behavioral Placement (BP) Continuum:**

own seat(move behavior clip) – safe seat – buddy room – intervention room – office – home

A clip system is used in all classrooms to chart students' behavior. The system consists of a chart that has been divided into levels. All of the children start the day on *Ready to Learn*. Then, during the course of the day, the children move their clothespins up or down the chart, based on the behavioral choices they make. If they are making good choices, they can move their clothespin up a level at a time. Inappropriate behavior would cause them to move down a level.

Oak Grove Primary implements a structured behavior management program and within this program utilizes an intervention room. This program is designed to help teach students to make better decisions about their behavior, thus cutting down on the disruptions of class time due to behavioral issues. This program helps all teachers to have better conditions under which to teach and improves the quality of instruction for all students. For students, the intervention room gives them the opportunity to: calm down; be safe from acting out; develop adult relationships; and establish clear boundaries for classroom behavior. For teachers, the intervention room gives them the opportunity to: maintain order in the classroom; have a safe place for students to go; maintain a



safe environment for the other children; and to be able to implement positive, constructive discipline options. The goal of the program is for students to process about their behavior and return back to the classroom that same day. The intervention room is supervised by general education teachers and staff and is located in a regular classroom in the building.

As a staff, we will continue to recognize good behavior and encourage students to follow rules and apply consequences when necessary. Positive behaviors will be recognized in a variety of ways. These include, but are not limited to: positive notes, teacher comments, phone calls, work awards, student interaction, and an increase in feelings of positive self-worth.

**Student will be expected to be: Respectful, Responsible, and Safe**

The following consequences have been developed to provide for consistency and fairness:

- Minor infractions will be dealt with in the classroom, then using our BP continuum.
- If a student threatens, assaults, steals, or has repeated intervention room visits, he/she will be sent to the office and possibly sent home.

**SAFE SCHOOLS ACT**

In May of 1996, the Missouri General Assembly passed House Bills 1301 and 1298 collectively known as the “Safe Schools Act.” The Safe Schools Act is a major effort to improve safety, security, and student discipline in Missouri schools.

The Oak Grove R-VI School District, in accordance with the “Safe Schools Act” recognizes there are certain behaviors that cannot be tolerated in any public school setting. In support of this effort, the Oak Grove R-VI School District has adopted a “Zero Tolerance Policy” in the following areas:

**Drugs:** Possession of, purchase, or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

Sale, or distribution of any prescription drug, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

**Weapons:** Possession or use of a weapon on school grounds or school bus. A weapon is defined to mean any of the following:

- a. A firearm as defined in 18 U.S.C. 921.
- b. Any device defined in 571.010, RSMo, including a blackjack, concealable firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
- c. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.
- d. Any device or instrument, other than those listed above which is used to threaten or inflict physical injury to another person on school grounds or on a school bus.
- e. The punishment for having such items as a toy gun and/or pocket knife in a child’s possession depends on how the item is being used by the child.

**Acts of Violence:** Students shall not commit any act which in its commission is violent. An act of school violence is the exertion of physical force by a student with the intent to do physical injury to another person or that creates substantial risk of death, disfigurement, or protracted loss or impairment of the functional of any part of the body.

Violations of any of these areas will result in a suspension from school or expulsion. All cases will be referred to the appropriate legal authorities and prosecuted to the maximum extent of the law. This policy applies to all district buildings, on or about school grounds, at all school activities, or activities involving Oak Grove R-VI Schools, or in any vehicle that is used to transport students for the school district.

The Oak Grove R-VI School District considers it to be unacceptable and a serious violation of this policy if any conduct inhibits good order and discipline in the schools or which tends to impair the morale or good conduct of students. As a result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school or school activities.

***Unacceptable conduct includes, but is not limited to, the following:***

- \*Tardiness; truancy, excessive absences;
- \*Disrespect to a school official; disruptive speech or conduct; failure to obey school rules; failure to obey instructions of a school official; dishonesty;
- \*Possessing, using, or selling tobacco;
- \*Stealing and vandalizing or otherwise damaging property; cheating; gambling;
- \*Setting fire on school property or possession or use of fireworks of any kind
- \*Extortion (Using threats or violence to get money or property or to conceal wrongdoing);
- \*Sexual harassment and sexual violence; racial/ethnic harassment;
- \*Scuffle, fighting, assault and battery; obscenity; open defiance, profanity, threats by word or deed; unruly conduct that disrupts school;
- \*Any conduct which would subject a student to criminal prosecution.

*Adjustments to discipline may be made due to student maturity, age, grade level and severity of the offense.*

### **OAK GROVE R-6 CORPORAL PUNISHMENT POLICY**

No person employed by or volunteering on behalf of the Oak Grove R-VI School District shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advanced notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

### **STUDENT SAFETY AT SCHOOL**

We are very concerned about the safety of our students while they are at school. To help us insure the safety of all our students, all our main entry doors remain locked during the day. All visitors must be buzzed into the school by pushing a button on the wall next to the front door entrance and announce their reason for visiting. ***We ask that all adults check in at the office when arriving at school to deliver a child to class, visit a classroom, to do volunteer work, or to pick up a student.*** The office will notify the teacher of your arrival. We ask that you wait in the foyer area for your student. ***Any adult appearing at a classroom door without notification from the office will be asked to return to the office to check in.*** We are sure that parents will appreciate our concern for the safety of their children.

### **BULLYING/CYBERBULLYING**

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

**Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

### **FOOD SERVICES**

The Oak Grove School District operates the National School Lunch and Breakfast Program under the guidelines set forth by the United States Agriculture Department and as administered by the Missouri Department of Elementary and Secondary Education. As a part of this program, the District will be sending home forms for application to seek assistance under the program. All students will receive nutritionally balanced, low-cost or free lunches each school day.

Opaa! Food Management is the district's food service provider and will be making printed monthly menus available for each student to assist in making nutritious choices. In addition to printed menus, students can access school menus from their home computers by clicking the "School Menu" link on the district web site. Meal prices will be set by the Board of Education at the beginning of each year. All school lunch and breakfast menus meet or exceed the federal requirements for calories and key nutrients. Questions about the program should be directed to the Director of Nutrition Services at 816- 690-4156 x1431.

Opaa! uses a debit card system. Each student is issued an ID number that is used to purchase their lunches. Lunch money is collected in the classrooms and credited to the students' accounts. It is recommended that money for lunches be sent weekly or monthly so students are not carrying money to school daily. Milk is included in the cost of the hot lunch. Milk may be purchased by children who bring their lunch. Students may purchase extra milk. Each class is scheduled for a 20 minute lunch period. Students who bring lunches will be required to eat their lunches in the cafeteria with their class. Students may bring their own drinks. Please do not send drinks in glass containers. No soda pop or fast food is allowed in the cafeteria during the lunch periods. Although students are not required to eat in absolute silence, they are to busy themselves with eating and are not to talk excessively or loudly.

### **CAFETERIA RULES**

**We expect all of our students to conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:**

1. Enter and leave the cafeteria at a walk.
2. Form and keep a single line at each service area.
3. Go through the serving line one at a time and stop to get silverware and napkins before being seated.

4. Be seated and remain seated at your table until dismissed by the cafeteria hostess.
5. Leave the cafeteria during the lunch period only with the permission of the cafeteria hostess.
6. Refrain from pushing and jostling neighbors in line.
7. Conversation at the lunch table is permitted; however, loud and boisterous talking or yelling is not permitted.
8. Students should raise their hands to ask the cafeteria hostess for assistance, or to get out of their seats.
9. Students are NOT to throw any objects.
10. Students are NOT to take food of any kind from the cafeteria.
11. Students are NOT to share food from their plates or lunches brought from home.
12. Leave the tables clean and suitable for lunch use by other students.
13. Pick up and throw away paper and food that is left on the tables or dropped on the floor.
14. After leaving the cafeteria, form straight quiet lines in the halls.

### **LUNCH VISITORS**

Parents and other family members occasionally wish to eat lunch with their child at school. You are welcome to visit any time after Labor Day, giving students time to adjust to lunch rules and procedures. We ask that you check with either the teacher or the office about the time that your student will be in the lunch room. Students are expected to stay on the schedule of their class. Visitors are asked to eat lunch with only their family member, making this a special occasion. Desks will be set up to allow students/visitors to have a special place for their lunch. We also ask that arrangements be made for the care of siblings, allowing your visit to be personal just for you and one of your favorite students. If you plan to purchase a school lunch, please let the teacher or office know by 8:45am the morning of your visit to allow our lunch count to be accurate. We ask that outside food from fast food places not be brought in. If this is necessary, the visitor will be asked to check the student out for lunch.

### **BUS RULES AND REGULATIONS**

The Oak Grove School District contracts with Durham School Services to provide student transportation services to the patrons of our community. To set up bus service or for other questions/concerns you can contact the transportation department at 690-3813.

The district believes this is a valuable service and places high expectations on the drivers and the students. As with any public school service, the students must share in the responsibility for maintaining a safe, orderly, and courteous environment. The driver is in full charge of the students and the bus at all times during the route. The driver's relationship with the students should be that of the regular classroom teacher. Bus transportation for students is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules.

The level of safety for the transportation of our students relies heavily on the complete cooperation of the students and level of concentration of the bus driver. It shall be the duty of the driver to report to the school administration the names of any students who persist in violating the rules and regulations of the bus and the driver. The administration may find it necessary to temporarily or permanently withhold the privilege of riding the bus from those students who fail to cooperate accordingly.

Listed below are the minimum expectations for student behavior on our bus transportation system during regular routes or activity trips. The driver reserves the right to establish seating assignments or other rules that will enable them to safely and effectively transport the students.

- Students shall obey all instructions from the school bus driver.
- Students must occupy the seat assigned to them, if seats are assigned.
- The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
- Students must refrain from unnecessary conversation with the driver. The job requires their full attention.
- Students must be on time at the designated bus stops.
- Students must not stand in the traffic lanes while waiting for the bus.
- Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw waste paper or trash on the floor or out of the windows of the bus.
- Students will not open or close the windows of the bus without the permission of the driver.
- Students must not at any time, put hands, arms, or heads out of the windows.
- Students must not stand or move about inside the bus or to try to get on or off a bus while it is in motion.
- Students must immediately report to the driver, any damage occurring to the bus.
- Students must follow the instructions of the driver when entering for leaving the bus and when they must cross the road or highway.
- Students desiring to ride or leave the bus at any other than their designated bus route or stop must present the driver with an office approved note from the parent granting permission to do so.
- Students will be courteous to the driver, fellow students and the general public.

Possible consequences for inappropriate behavior include, but are not limited to:

- Driver – Student conference
- Assigned Seating
- Administrator – Student Conference
- Administrator – Student – Parent Conference
- Behavior Contract
- Detention
- Loss of Bus Privileges
- In School Suspension
- Out of School Suspension
- Long Term Out of School Suspension
- Expulsion

Adjustments to discipline may be made due to student maturity, age, grade level and severity of the offense. Continued violation of any of the above rules will result in a longer suspension from the bus up to permanent suspension from bus service.

To maintain student safety glass containers and balloons are not allowed on the school buses. In addition, animals are not to be transported to or from school on the school buses.

### **PLAYGROUND-RECESS POLICIES**

Play periods are supervised by school employees. Children are expected to participate in play activities unless excused for medical reasons. Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students will go outside if the temperature and the wind chill factor are above 32 degrees. Shorter outside recess times are scheduled on very cold days. ALL children are expected to go outdoors unless the weather is severe; then all students will remain indoors. Always dress your child for outside recess. If a child is inappropriately dressed

for the weather conditions, he/she may borrow clothes/coats from the lost and found. Only students with medical excuses are allowed to remain in the building during scheduled outside recess. A dated note is required each time your child must remain inside for health reasons. Children shall NOT bring personal playground equipment to school as the school furnishes play equipment. Personal items such as radios, cameras, toys and excess money should not be brought to school.

### **TEXTBOOKS/LIBRARY BOOKS**

Books issued from the classrooms/library are the property of the Oak Grove R-VI School District. They should be used with care and returned in good condition. Students are responsible for books, which are lost, stolen, or damaged.

### **NUISANCE ITEMS**

Items which have the potential to disrupt the educational process are not allowed at school. This would include toy guns of any kind, radios, cameras, IPOD/MP3 players, electronic toys, trading cards, chains, and the like.

### **SCHOOL DRESS**

The R-VI Board of Education requires that appropriate dress must be worn to school at all times. Good sense is the key in the selection of school attire. No clothing with alcohol, tobacco, or drug advertisements or symbols may be worn. Clothing must not contain obscene, off-color, or degrading remarks or designs. Students should not wear skimpy clothing such as midriff tops or halter tops. Caps and hats should not be worn in the building. Clothing identified as gang symbols or style of dress will not be allowed. Dress that may disrupt classroom work or school functions may not be worn. For the students' safety, it is required that students wear tennis shoes during physical education class. The administrators may use their discretion in applying these rules to articles of clothing that may be determined disruptive to good school climate. ALL coats, caps, gloves, etc. should be marked with the student's name.

### **BICYCLES / SKATEBOARDS**

Bicycles are the responsibility of the student. The bikes need to be parked and locked up in the bicycle rack. Skateboards and scooters are not allowed on school premises.

### **PUPILS LEAVING SCHOOL GROUNDS**

Pupils are to remain on the school grounds during school hours unless they have prior permission from the parent and principal. Permission must be secured each time they leave. For the protection and safety of the pupils, permission is required for students who plan to leave the school by any method or route other than their usual one. Children who are eligible to ride the bus must have parent's written/verbal permission to walk.

### **HEALTH SERVICES**

Each building has a health professional available for students. The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered by the health professional. The parent is notified depending upon the nature of the accident. When the nurse or aide feels it is in the child's best interest to be dismissed from the school for illness, parents will be called to make arrangements for the child's transportation home.

The school nurse or school personnel will send a student home if:

- they are running a temperature of 100 degrees or higher
- they have vomited (at the discretion of the nurse)

- they have a severe head injury
- we cannot determine the cause of a student's sudden physical or emotional distress

**Before returning a child to school, the child MUST be free of temperature for 24 hours without fever-reducing medication. It is also suggested that a child return after 24 hours of no vomiting.**

If your child has special symptoms requiring immediate dismissal, please inform the nurse's office in writing early in the school term.

### **MEDICATIONS GIVEN TO STUDENTS AT SCHOOL**

Giving medicine to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. Medication shall be delivered to the school health room/office by a parent/guardian or a designated adult on the school emergency card during regular school office hours. Permission forms are available in the nurse's office. The medication will be in a current prescription bottle or original container. Prescription medications must have a pharmaceutical label with the name of the student, current date, medication name, and specific directions for administering.

Students are NOT to carry any kind of medications to or from school. Exceptions are inhalers and epi-pens, as these are considered rescue medications.

The Oak Grove RVI School District maintains Emergency Medications for severe allergic reactions and respiratory distress to be administered in circumstances where student medications are not available or an unknown allergic reaction occurs. These medications can be potentially lifesaving. Standing order protocols will be followed. If you do not want your student to receive either albuterol or epinephrine in an emergency situation, please contact your student's school nurse for an opt out form.

### **HEAD LICE**

The school will send home students infested with live head lice with specific instructions, which must be followed before the student can return to school. Parents are advised to contact the school if they find head lice on their child. All information will be handled in confidence.

### **COMMUNICABLE DISEASES**

A student shall not attend school while afflicted with any disease that threatens the health of other students and district employees. The building principal may require a written statement of health from a physician prior to allowing a student to re-enter the school. Placement of students afflicted with a communicable disease will be determined by a committee comprised of the superintendent or his designee, the building principal, the child's physician and the child's parents and others as deemed necessary. The student's rights to privacy shall be respected and only those people who have a need to know will be advised of the student's identity.

### **TECHNOLOGY**

Computers and Internet access are available in all classrooms for students to use with supervision. In order to use the Internet, a responsible use form must be signed by students and their parents each time students change buildings. Inappropriate use of computers, programs, or Internet may result in loss of privileges as well as disciplinary action. Due to viruses, no disks or flash drives may be brought from home.

### **STATE ASSESSMENTS**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards by the Missouri State Board of Education. Grade-Level and

End-of-Course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). Students in grades 3-12 will be **required** to take Grade-Level and EOC assessments for courses they are enrolled in for the current year. Students will take state assessments in the spring of each school year.

### **COMPLAINT POLICY**

LEAs must have board-adopted Standard Complaint Resolution Procedures for ESEA programs. These procedures are used to resolve allegations of violations of requirements under the federal programs. LEAs must annually disseminate the complaint procedures to parents of students and to appropriate private school officials/representatives.

### **OAK GROVE R-VI BOARD OF EDUCATION POLICY FILE: KL PUBLIC COMPLAINTS**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

Adopted: 06/20/2011

Cross Refs: KL-AP, Public Complaints (Regulation)  
BDDH, Public Participation at Board Meetings  
GBM, Staff Grievances  
IGBC, Parent/Family Involvement in Instructional and Other Programs  
IGBCA, Programs for Homeless Students  
JFH, Student Complaints and Grievances

Legal Refs: No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 – 7941

### **NOTICE: NONDISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquires concerning Oak Grove R-VI School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools at 690-4156.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, title IX, or Section 504.



## **NOTICE: FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act (FERPA) afford parents/guardians and Eligible students (18 years and older) certain rights with respect to student records.

- The right to inspect and copy official school records. (A reasonable fee may be charged for copy services)
- The right to request the amendment of student records that the parent/guardian or eligible student believes to be inaccurate, misleading, irrelevant or improper.
- The right to permit disclosure of personally identifiable student information contained in student records except to the extent that FERPA authorizes disclosure without consent.
- The right to prohibit the release of student directory information. Any parent / guardian / eligible student may prohibit the release of directory information by delivering a written notice to the principal within 10 days of the date of this notice (The *latter* of : 1. the date of enrollment, 2. first day of the current school year, or 3. The first day of attendance in the current school year.)
- The right to file a complaint with the U. S. Department of Education concerning alleged failure of the district to comply with the requirements FERPA. Such complaints may be directed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605

## **NOTICE: STANDARD COMPLAINT RESOLUTION PROCEDURE FOR EVERY STUDENT SUCCEEDS ACT (ESSA) PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such complaint must be in writing and signed; it will provide specific details of the situation and will indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: complaints must be filed in writing to the Superintendent of Schools. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information may contact local or Department personnel.

## COMPLAINT POLICY

LEAs must have board-adopted Standard Complaint Resolution Procedures for ESEA programs. These procedures are used to resolve allegations of violations of requirements under the federal programs. LEAs must annually disseminate the complaint procedures to parents of students and to appropriate private school officials/representatives.

### OAK GROVE R-VI BOARD OF EDUCATION POLICY FILE: KL PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

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Legal Refs: No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 – 7941

## PUBLIC NOTICE

**All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Oak Grove School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.**

The Oak Grove School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

**The Oak Grove School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Administrative Offices 601 SE 12<sup>th</sup> Street Oak Grove, MO 64075; between the hours of 8:00 a.m. and 4:00 p.m.**

This notice will be provided in native languages as appropriate.

### **FERPA NOTICE**

Annual public notice should be presented to parents or eligible students that “Directory Information” will be released as deemed necessary by school officials. The school district designates the following items as Directory Information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary, in writing, within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

### **SURROGATE PARENT NOTICE**

Pursuant to the requirements of State Law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of this requirement, the term may include the biological parent, a guardian, a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local public school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the local public school district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the Director of Special Services in the local public school district.

## **HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

## **Contract for Safe Schools**

### **Student/Parent/Principal Oak Grove Primary School**

I, the undersigned, do hereby pledge to assist in making our school a safe place for all that attend.

1. I have read and understand the expectations outlined in the OGP Student Handbook.
2. I understand that bomb threats are in violation of school policy and carry legal consequences as well. I further understand that the consequence under school policy for a bomb threat is long term suspension or expulsion from school.
3. I understand that bringing a firearm or dangerous weapon to any school or onto the school premises is a violation of school policy and a class 1 misdemeanor that will be reported to law enforcement. Violation of this policy will result in long term suspension or expulsion for up to 12 months.
4. I understand that false fire alarms are in violation of school policy and are illegal, will result in out of school suspension and will be reported to law enforcement.
5. I understand that bullying, harassing or tormenting other people is a violation of school policy and that this behavior will not be tolerated in accordance with school district policy.
6. I understand that behavior which causes disruption to the learning environment will not be tolerated.
7. I further understand that I will report to a teacher, counselor or principal, comments that I hear other students make regarding any of the above.