

# Oak Grove Elementary School Home of the Panthers

## Student Handbook

School Address: 501 East 12<sup>th</sup> Street  
Oak Grove, MO 64075  
School Phone: 816-690-4153

*This handbook belongs to:*

Name \_\_\_\_\_

Teacher \_\_\_\_\_

## MESSAGE FROM THE PRINCIPAL

Welcome to Oak Grove Elementary School! On behalf of faculty and staff, I 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 have concerning the activities, procedures, and rules for the successful daily operation of the school. I believe following these will help us have an orderly school conducive to learning.

The goals that have been set for the school by the staff and the community are high, but our vision is clear. Each and every day of the school year we will be doing our best to provide your child with an exemplary school environment that is sensitive and responsive to individual needs. This is a team effort. We are counting on you to be part of the Oak Grove Elementary team!

## MISSION STATEMENT

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

## SCHOOL HOURS

8:15 a.m.	Students may enter building- go to the gym or breakfast
8:30 a.m.	Students may go to the classroom
8:40 a.m.	Tardy Bell
3:20 p.m.	Prepare for dismissal
3:25 p.m.	Dismissal

Oak Grove Elementary School doors open at 8:15 a.m. Students that wish to eat breakfast at school report directly to the cafeteria. Students not participating in the breakfast program are expected to go to the gym. Students may go to their classrooms when the bell rings at 8:30 a.m. We ask that students do not arrive before 8:15. It is very important students do not arrive at school prior to a staff member beginning their supervisory duty at 8:15.

## ATTENDANCE

Proper attendance at school is essential to the success of our students. The loss of class time 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 **690-4153** on the first day the student misses.
2. A doctor's statement may be required for an extended illness.
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 may 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 2:00 p.m.

**Excessive Absenteeism:**

If a student misses more than 5 days or 35 hours of school, parents will be contacted by the classroom teacher. Following 8 days or 56 hours of absences parents will be contacted by the building principal. If a student misses 10 days or 70 hours of school in a semester, parents will need to provide a doctor's note and conference with the principal or intervention from an outside agency will be sought. Persistent absenteeism/tardiness 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.

**Tardiness:**

A student is tardy after 8:40 a.m. Students should report to the office when arriving late. When students arrive to school even several minutes late it interrupts routines in the classroom.

**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. If it is necessary to check your child out during the school day, please check in at the principal's office. The office will contact the teacher to send the student to the office.

**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 he/she 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 for perfect attendance. Students who arrive after the 8:40 tardy bell or leave prior to the 3:25 dismissal bell will not be eligible for perfect attendance recognition.

**Students 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.

**Residency Verification**

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)

**TRANSFER OF PUPILS**

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

school. Transcripts and grades will be withheld until all school property is returned or charges and fines paid.

### **STUDENT BIRTHDAYS/ TREATS/ SNACKS**

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.

**All treats and snacks must be store bought. No homemade treats or snacks are allowed at school. We strongly encourage you to select a treat or snack with nutritional value.**

### **COMMUNICATION**

**1<sup>st</sup> Quarter Grade Cards** will be given out at Parent/Teacher Conferences. All consecutive report cards will be emailed out. Please make sure office always has an updated email address on file.

**Newsletters:** The principal and Panther Connection team send home information about upcoming events and instructional activities, trips, etc. via newsletters.

**Voice mail and E-mail:** Each of our professional staff has both voice and e-mail services available. Call the main number for your building and ask for the teacher's voice mail at any time to leave a message. Your call will be returned promptly.

**On the Web:** Building and district information is 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 all our schools' web pages as well as individual teacher web pages.

**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.

**Parents** are asked to make after school arrangements with their children before they leave home. It is not desirable to interrupt classroom instruction to deliver messages. Last minute phone calls increase the chance of missed messages.

### **TELEPHONE USE BY STUDENTS**

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

### **CELL PHONES**

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.

## **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. If students bring electronic devices a waiver acknowledging the student assuming responsibility for that device must be signed.

## **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. Do not visit class 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.

## **STUDENT SAFETY AT SCHOOL**

All visitors must be buzzed into the school by pushing a button on the wall next to the front door entrance. To help us insure the safety of all our students, all doors remain locked during the day. We ask that all visitors check in at the office when arriving at school to visit a classroom, to do volunteer work, or to pick up a student. The office will notify the teacher of your arrival and give you a visitor's pass. Any adult appearing at a classroom door without notification from the office will be asked to return to the office to check in.

The district takes seriously all threats to the safety and well being of individuals and the student body. Any student making such threats is subject to a suspension of up to 10-day. The student may be required to have verification from a trained mental health expert indicating the student is not a threat to him/herself or others.

## **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. 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.

## **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.

## 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.

## 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.**

## 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;
- \*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.

## **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**

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

### Definitions

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

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



## Student Expectations

Area or Time of Day	Student Procedure	Student Accountability
Arrival	<ul style="list-style-type: none"> <li>*Line Basics</li> <li>*Greet others when greeted (nod, smile, handshake, verbal, etc.)</li> <li>*Wear or carry backpack</li> <li>*Stay outside until 8:15 a.m. – go to gym or breakfast</li> <li>*Voice Volume 1-2</li> </ul>	<ul style="list-style-type: none"> <li>*Follow student procedures</li> <li>*Eat breakfast before anything else</li> <li>*Lockers cannot be used until 8:30</li> <li>*Go straight to classroom when 8:30 bell rings to check in with classroom teacher</li> </ul>
Breakfast	<ul style="list-style-type: none"> <li>*Hands and feet to self *Voice Volume 1-2</li> <li>*Belongings, coats, books, gloves, backpacks, ... belong on designated table</li> <li>*No getting out of line to place items on table</li> <li>*Five (5) students in kitchen area at a time</li> <li>*Carry tray with two hands</li> <li>*Stay seated in cafeteria until dismissed by adult</li> <li>*Line up by grade level *Only use cafeteria door that leads to Library unless accompanied by an adult</li> <li>*Coats on or in backpack when going to class</li> <li>*Styrofoam trays go to classroom</li> </ul>	<ul style="list-style-type: none"> <li>*Follow student procedures</li> <li>* Follow teacher on duty's directions</li> <li>*Place all loose items on table</li> <li>*Getting out of line results in moving to end of line</li> <li>* Pick up all trash in area</li> <li>* Milk carton closed when dismissed to dump</li> <li>*Go straight to class after breakfast</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>*1 person per stall/urinal</li> <li>*Voice volume 0</li> <li>*No swinging, hanging, or climbing</li> <li>*Wash hands</li> <li>*1 squirt soap/3 pulls paper towels</li> <li>*No horseplay</li> <li>*Put trash in trash can</li> <li>*Feet and hands to self</li> <li>*Restroom first then drink</li> <li>*Line Basics while waiting at water fountain</li> <li>*Line Basics in hall</li> <li>*Four (4) students in restroom at a time</li> <li>*Flush toilet</li> </ul>	<ul style="list-style-type: none"> <li>*Follow student procedures</li> <li>*Practice expectations</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>*Line Basics</li> <li>* Voice Volume 1-2</li> <li>*Five (5) students in kitchen area at a time</li> <li>*Carry tray with two hands</li> </ul>	<ul style="list-style-type: none"> <li>* Follow student procedures</li> <li>* No getting out of seat w/o permission</li> <li>* Voice volume 1-2 while seated</li> <li>*Pick up all trash in area</li> <li>* Milk carton closed when dismissed to dump</li> <li>* Follow teacher on duty's directions</li> <li>* Use of restroom with permission – Sign log</li> <li>*Line Basics</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>*Line Basics</li> <li>*Hall pass if not with teacher</li> </ul>	<ul style="list-style-type: none"> <li>*Follow student procedures</li> <li>*Practice expectations</li> </ul>

	*No filling of water bottles in hallway	*Follow BIST strategies
Recess	*Rocks stay 'grounded' *Feet first on slide *No toys from home *No hanging in trees *On swings – sit, no jumping, no pushing, one at a time *Monkey bars –one way *No tag or chasing games *No play fighting, wrestling or karate *Must have pass to go inside	*Follow student procedures *Practice expectations *Follow BIST strategies *Play games/use equipment appropriately
Dismissal	*Students listen to announcement – Voice Volume 0 *Line Basics *No stops on the way *No returning to classroom *Car riders and walkers exit through grade level doors *Use sidewalk *Don't walk between buses and cars even with parents *Coats and backpacks on body *Put on cold gear hats/gloves before leaving the room *Exit building with assigned teacher – Walk directly to bus line *Follow cold weather procedures (5 <sup>th</sup> grade hall) *Car riders wait in designated area	*Follow student procedures *Practice expectations *Students dismiss in a timely manner

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## **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. 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 not be allowed to go outdoors. 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 are NOT to 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.

## **Nutrition Services Program**

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 the access 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 Food Services at 816- 690-4156 x1431.

Students are encouraged to take advantage of this service. 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 (or juice when available) may be purchased by children who bring their lunch. Students may purchase extra milk or juice. 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 POP, PLEASE!** 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.

## **LUNCH VISITORS**

Parents and other family members occasionally wish to eat lunch with their child at school. 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. A table 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. Due to limited space, no more than two adult visitors are allowed. If you plan to purchase a school lunch, please let the teacher or office know at least 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.**

**Ordinary conversation is permitted. Loud and vulgar language is not permitted.**

**Students must be on time at the designated bus stops.**

**Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition..**

**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 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, Warning, Conference with student, Behavior Contract, Lunch Detention, Detention, Loss of Bus Privileges, In School Suspension

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.

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. The note must be signed by the principal or office staff, or the driver will not allow the student on the bus.

## **COUNSELING SERVICES**

A full time counselor is available at Oak Grove Elementary School. The counselor will be there to assist students and provide counseling services and to conduct classroom guidance sessions. Students and parents are encouraged to make use of the counselor by arranging for an appointment through the counselor's office.

## **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. If your child has special symptoms requiring immediate dismissal, please inform the nurse's office in writing early in the school term. The usual criterion for dismissal is the presence of a fever, and/or vomiting, or communicable disease. Students should be fever free for 24 hours before coming to school.

### **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 at all offices. 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.

### **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.

### **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.

### **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 halters. 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. School appropriate attire will be at discretion of staff.

## **BICYCLES**

Bicycles are the responsibility of the student. The bicycles should not be ridden on school grounds. They need to be walked to the bicycle rack and locked securely.

## **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, CD players, electronic toys, trading cards, chains, and other items deemed to be disruptive.

## **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. Announcements will also be made on radio stations and local television stations if schools will be closed. Please listen for these announcements. Parents who have signed up for School Messenger, our automated messaging service will receive a phone call and/or email.

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.

## **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.

### **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 of 2015 (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.

**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 at 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**

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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.

### **BOARD POLICY**

Board policies may be viewed in their entirety on the district web site at [www.oakgrove.k12.mo.us](http://www.oakgrove.k12.mo.us). Please contact a building or central office administrator if you have questions.

### **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: 6/23/2014

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

## **Contract for Safe Schools**

### **Student/Parent/Principal Oak Grove Elementary**

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 OGE 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.

**Date** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Parent signature** \_\_\_\_\_