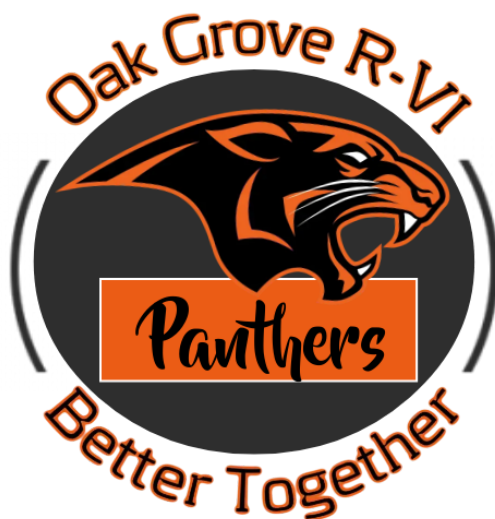


# Oak Grove Early Childhood Center

## Student Handbook

2023-2024



501 SE 16th Street  
Oak Grove, MO 64075

816-690-3762  
Laura Oyler, Principal  
Michelle Alexander, Assistant Principal

**Early Childhood Center**  
**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 **816-690-3762** to arrange a conference if the need arises.

**Our Mission**

The mission of the Oak Grove R-VI District is to empower and inspire learners to maximize their potential.

**Our Motto**

Learners today, leaders tomorrow. #BetterTogether

**Our Vision**

Oak Grove R-VI School District will be the leader in providing innovative opportunities and experiences for our students.

**Our Beliefs**

We believe:

- All students and staff have the ability to achieve their potential.
- Students and staff should feel safe and supported physically, mentally, socially and emotionally.
- In recruiting and retaining quality staff by focusing on professional development.
- In partnering with parents and the community to provide students with diverse learning experiences.
- In making fiscally responsible decisions that support the present and lead us into the future.
- In a transparent decision making process.

**SCHOOL HOURS**

**Oak Grove Early Childhood (Preschool)**

8:25 – 11:25 a.m. Morning Session Monday -Thursday (Title and ECSE)

12:25 – 3:25 p.m. Afternoon Session Monday -Thursday (Title and ECSE)

8:25-3:25 p.m. Full Day Class only Monday-Friday

Building doors open promptly at arrival and dismissal times. Parents are encouraged to say their goodbyes and watch their child enter the building. Once inside there are teachers to help direct the students down the hallways and into the classroom. If you need to speak to a teacher, please wait until the majority of students have entered/exited the building.

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**

Students at the Early Childhood Center qualify through a screening and/or testing process at the age of three (3) years.

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.

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

### **STUDENT PLACEMENT**

Student achievement is a priority for staff and parents alike. Each year students are placed in classrooms with qualified, caring teachers who create a positive learning environment. Parents are their children's first, best teacher and therefore have insight into the personality and learning styles of their children. In the event that a parent would like to provide input into placement for their student for the next school year, they are asked to provide in writing to the principal their preference for a style of teacher. While it is not always possible to assign a student to a particular teacher, we are usually able to place students with a teacher who has a teaching style that is compatible with the learning style of the child.

### **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)

### **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 816-690-3762 and transportation at 816-690-3813 on the first day the student misses.
2. **A doctor's statement will be required for an extended illness:**  
Students in the Title 1 classrooms, with excessive absence, may be asked to leave the program; as we do have other families desiring their child to attend.
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 may require a doctor's statement.

**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 front 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 the classroom teacher. This contact may be waived by the principal in cases involving long-term illness or other factors deemed appropriate by the principal and teacher. Following 8 days or 56 hours of absence, tardies or early dismissal, parents will be contacted by 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 on the day of the activity. 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 or sent home due to behavioral issues during the day, will not be allowed to participate in or attend a school activity that night.

**COMMUNICATION**

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

**Newsletters:** Each building and teacher sends home regular information about upcoming events and instructional activities, trips, etc. via newsletters. I will also send out reminders via Email, Text and Phone messages. Please make sure your contact information is up to date in the portal.

**Voicemail and Email:** Each of our professional staff 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)@ogr6.org.

**On the Web:** Building and district information is available at the district's home page. This site includes a link to the Early Childhood Center web page as well as Parents As Teachers. Bus information and routes are also included at this site. The building has created web pages for programs in building. The web page is filled with useful information about the building. Student pictures and first names may be included on the pages without parent consent unless denied in writing. Building web pages is linked to the district site, [www.oakgrove.k12.mo.us](http://www.oakgrove.k12.mo.us).

**Communication with non-custodial parents:** Many of our students live in situations in which one parent is not in the home. 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. Upon written request, we will mail copies of progress reports to the parent living outside the child's regular home. 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.

#### **WEATHER EMERGENCIES**

School will not be open when it is considered too dangerous for buses to travel. Please do not call the school office to check for closings. Parents will need to check social media, the district website, and will also receive a phone call, text or email from the school district.

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 it 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.

#### **PARENT DROP-OFF AND PICK-UP**

**Please do not park in the drive as it is our drop-off and pick-up area for the students.** If you need to park, please park in the lot. The bus(es) will be unloaded or loaded prior to getting other students out of the vehicles. For drop-off at the beginning of your child's session: pull up to the crosswalk - and an available staff member will open the door to assist your child to exit. For pick-up at the end of your child's session: pull up to the crosswalk, and the next available staff member and will assist your child to enter the vehicle. Staff members will place your child in the back seat of the car in an appropriate child car seat. *Please remember it is unlawful to pass a bus when loading and unloading students. Your child's safety is of great importance to us.*

## ARRIVAL AND DISMISSAL

### Kiss and Go Drop Off Procedures

#### Arrival:

Enter Kiss and Go off of SE 16th Street. Do not pass the crosswalk. Wait for a teacher to assist your child to exit the vehicle. Please watch for children, cars and other parents - distractions from cell phones may impede your safety and that of others - please use caution and limit distractions in the parking lot. We are only allowing 2-3 cars to unload to make sure those children safely exit the vehicles and make it up the sidewalk and into the building.

(Depending on the amount of teachers to assist at that time.) This will help to eliminate overcrowding at our front doors. Once those cars unload, they pull off and the line will move forward. Never pass a parent unless instructed to do so by a teacher.

**Do: Place a piece of paper with your student's name in the front or passenger side window that is large enough for a teacher to view from the sidewalk.**

**Do: Have your child remain in the car until a teacher is outside to make sure your child makes it in the building.**

**Do: Stay in line, never pass another vehicle unless a teacher motions you to pass.**

**Do: Stay in your car, please never exit your vehicle, if your child can't fasten and unfasten we ask you take advantage of the "walker" option.**

**Do: Have your child ready to exit your vehicle.**

**Do: Have your child in a car seat on the passenger side of the vehicle.**

**DO NOT: Have your child exit or cross traffic.**

**DO NOT: Park in the kiss and go lane, utilize the parking lot.**

**DO NOT: PASS OTHER CARS, sometimes kids dart out of their parents vehicle or cross from another building through our lot.**

### Kiss and Go Pick Up Procedures

#### Dismissal:

Follow the same guidelines as drop off procedures. Please do not pass the crosswalk. Please do not get out to assist your child in fastening their seat belt. This significantly slows the traffic flow and can be dangerous.

#### Walkers:

**Arrival:** You may park in front of the Early Childhood Center. Please hold your child's hand as you cross the driveway. We ask you to give final kisses and goodbyes on the sidewalk. This eliminates congestion at the door and helps us safely ensure all students make it in the building. Visitors are not allowed in the building past the office.

**Dismissal:** Students are considered "walkers" if the parent does not want to drive through the Kiss and Go lane and would rather park and walk up to the sidewalk to meet their children. We ask you to write your child's name on a sheet of paper and hold it for staff members to clearly see. This will help identify who you are here to pick up.

#### Bus Riders:

Students will unload/load on SE 16th Street - the drive to our north. No cars may pass the buses waiting on students. Students will enter/exit our main front doors. A teacher will be there to watch them enter the building and guide them to the classroom and to watch them board buses at dismissal. Your student must qualify for special services to qualify for the bus at the Early Childhood level. The bus company should be contacted when a child will not ride

for the day or there is a change in where the bus will pick up or drop off a student. First Student Bus Services number is 816-690-3813.

Students will only be assigned one bus stop throughout the Oak Grove School District boundary lines. Only emergency situations will be accommodated in switching a bus. Dismissal procedures for students need to stay consistent. Only the building administrator can grant an emergency privilege and allow a student to have more than one bus stop.

### **TRANSPORTATION**

Bus transportation is provided by the school district through a contracted service, First Student Bus Services. It is important that your child ride the bus consistently. We are required to keep an account of the actual days a pupil rides the bus. To address bus service or other questions/concerns you can contact the bus barn directly at 816-690-3813.

### **BUS RULES AND REGULATIONS**

The following safety rules are First Student Bus Services policy and are also in the handbook for the Oak Grove School District. Please read and discuss with your student/students.

1. The driver is in charge of the students at all times.
2. Until further notice the driver will assign a seat.
3. An ordinary conversation is permitted. Loud and profane language is not permitted.
4. Students must be on time at their bus stops. The bus cannot wait for those who are tardy.
5. Students must not stand in the roadway while waiting for the bus.
6. Students who cross the road will cross in front of the bus while the driver waits.
7. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must **NOT** throw paper on the floor or out of the window of the bus.
8. Students must not put their head, hands, or arms out of the windows.
9. Students must not stand or move about inside of the bus or try to get on or off the bus while it is in motion.
10. If a student desires to ride or leave the bus at any other than their designated bus route and stop, the student must present the driver with an office approved note from the parent granting permission to do so.
11. Cell phones are not permitted for use on the buses.
12. Tobacco cannot be used on the bus.
13. No food or drinks allowed on the bus except those in school lunches.
14. Any damage to the bus should be reported at once. The student responsible will be charged or any damage he/she does to the bus.

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 the parent requesting that this be done. The note must be signed by the principal, or the driver will not allow the student on the bus.

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.

### **TRANSPORTATION CHANGES**

Parents are asked to make after school arrangements with their children before they leave home by sending a note with the student to school, notifying the teacher by email and calling the school secretary. The more people aware of the change will help ensure that the correct change is made. All changes need to be made by 10:45 for the AM class and 2:45 for the PM and full day class. Please make sure anyone picking up your child is on the child's emergency contact list and that the adult picking up has their ID.

### **PARENTS VISITING SCHOOL**

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 8:25-3:15 each school day.*

### **FIELD TRIPS**

The teachers plan on meeting family at the Pumpkin Pad in October on a Friday. The parents will be responsible for getting their child to and from there, unless they are in the full day program. This may be the only "field trip" this year since we have other family nights and activities. 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 may 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**

Treats should be store-bought. Please drop off at the beginning of school in the store bag they were purchased from. 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. Students who bring invitations to school for distribution must include all students in that classroom.

### **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 to collect their delivery at the end of their session. 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 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/activities 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, and disturbing other students are examples of reason for referral.
- Harassment is another type of misconduct. Harassment can be anything from teasing too hard to physically push someone around and try to frighten him/her. We are dedicated to do all we can to stop this type of behavior. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. No racial, ethnic, or sexual comments will be tolerated.

### **STUDENT CONDUCT (PRESCHOOL - 5)**

The ultimate achievement of good discipline is self-discipline on the part of the pupils, and that is the goal toward which parents and teachers must strive.

In order to provide a productive learning environment, teachers have been given several training 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 Early Childhood Behavioral Placement (BP) Continuum:  
own seat - safe seat - buddy room - office - home**

Our ultimate goal is to keep children safe and learning in their own classroom. We have areas of each classroom for students to calm themselves and regulate their behaviors. These quiet corners are usually very effective. We talk about why they are having the feelings causing them to act out. If the student is having difficulty in the classroom they may visit one of the other classrooms for some time to think and reflect on their feelings and behaviors. If this does not work they may go to the office to spend time with the secretary or principal in a less

stimulating environment. If these measures do not help the parent/guardian will then be notified.

**Students 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 following our BP continuum.
- If a student threatens, assaults, steals or has repeated trips to the office, they may be sent home.

**SAFE SCHOOLS ACT**

In May of 1996, the Missouri General Assembly passed the 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.

**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 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 offense.*

#### **THREATS OF VIOLENCE**

Across our nation, threats of death and injury directed toward students and staff members at schools have turned into reality, with tragic results. The district takes all threats to the safety and well being of individuals and the student body. Any student making such threats is subject to an immediate 10-day suspension. The student may return to school only after a trained mental health expert verifies that the student is not a threat to him/herself or others.

#### **OAK GROVE R-VI 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**

Visitors will not be allowed past the main office without a scheduled appointment. 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 but our main entry doors remain locked during the day. *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.

## **BULLYING/CYBERBULLYING**

Oak Grove Early Childhood 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 bully behavior. Students are to get help from an adult by reporting the incident.

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

### **Definitions**

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

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

## **NUTRITION SERVICES PROGRAM (PreK Full Day - High School program)**

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.

Opa! 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.

## **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 a staff member.
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 a staff member for assistance.
9. Students are NOT to throw any objects.
10. Students are NOT to share food from their plates or lunches brought from home.
11. Leave the tables clean and suitable for lunch use by other students.
12. Pick up and throw away paper and food that is left on the tables or dropped on the floor.
13. After leaving the cafeteria, form straight quiet lines in the halls.

## **PLAYGROUND-RECESS POLICIES**

Play periods are supervised by school employees. Children are expected to participate in play activities unless excused for medical reasons. Some children are inclined to want to stay in even during nice weather. 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 shall NOT bring personal playground equipment to school as the school furnishes play equipment. Personal items such as electronics, toys and excess money should not be brought to school.

## **BICYCLES / SKATEBOARDS/PERSONAL ITEMS**

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. Items which have the potential to disrupt the educational process are not allowed at school. This would include toy guns of any kind, electronic items, laser lights, and pocket knives.

## **SCHOOL DRESS**

The Oak Grove 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. 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. The administrators may use their discretion in applying these rules to articles of clothing that may be determined disruptive to a good school climate. ALL coats, caps, gloves, etc. should be marked with the student's name.

### **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. Your child must be fever/vomit/diarrhea free for 24 hours without the use of medication (like Tylenol/Ibuprofen or another fever reducer or Imodium).

### **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. Over-the-counter medications must be prescribed by a doctor. Prescription medications must have a pharmaceutical label with the name of the student, current date, medication name, and specific directions for administering.

### **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 composed 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 jump drive, storage drives may be brought from home

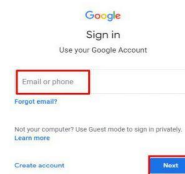


### Student Accounts

1. Use the Google Chrome browser to log in.
2. Log in by going to [www.google.com](http://www.google.com)
3. Click on the “Sign In” button at the right side.



4. You will see the log in screen.  
ECC, Primary and Elementary students do not really have a Gmail account but it asks for their Gmail address which is their username. If you are at Gmail.com, it will not allow you to log in.
5. Your username is your normal username@ogr6.org.  
Use the first 3 letters of your first name and the first 3 letters of your last name. (There are some exceptions so please contact your teacher if that doesn't work).  
For example: [chrsmi@ogr6.org](mailto:chrsmi@ogr6.org)

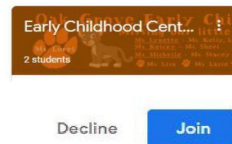


6. Click “Next”
7. We have temporarily set up your password to [panthers](#)
8. Click “Next”
9. If it is the first time to log in, you will see the user agreement. Scroll down on that page and click “Accept”.

10. To get to Google Classroom you can either click on the Google Apps or 'waffles' button or type in the url address: [classroom.google.com](http://classroom.google.com)



11. Once you are in Google Classroom you will see the **Early Childhood Center** Classroom that your child has been invited to join. Click on the blue **Join** button by the Early Childhood Center class.



Google Apps New User/Google Classroom for ECC Kids

### 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 a 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.

#### **Parent Information on ESSA and Title I**

The Oak Grove R-VI School District is required to inform you of information that you, according to Every Student Succeeds Act of 2015 (Public Law), have the right to know.

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

\*Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

\*Whether your student's teacher is teaching under emergency or other provisional status through State qualifications or licensing criteria have been waived.

\*Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.

\*Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I. A funds must provide to each individual parent:

\*Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I. A.

\*Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure



requirements at the grade level and subject area in which the teacher has been assigned.

If you have questions or concerns regarding this policy please contact Nicole Henderson, Director of Special Education, at the Oak Grove R-VI School District Central Office.

#### **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.

#### **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 the 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 issues 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 inquiries 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) affords 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 students are believed 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 of FERPA. Such complaints may be directed to:

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

#### **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.

#### **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.

**Contract for Safe Schools**  
**Student/Parent/Principal**  
**Oak Grove Early Childhood Center**

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 OGECC 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.

## Bus Safety Rules and Regulations

The following safety rules are Durham's policy and are also in the handbook for the Oak Grove School District. Please read and discuss with your student/students.

1. The driver is in charge of the students at all times.
  2. The driver may assign a seat to any student.
  3. Ordinary conversations are permitted. Loud and profane language is not permitted.
  4. Students must be on time at their bus stops. The bus cannot wait for those who are tardy.
  5. Students must not stand in the roadway while waiting for the bus.
  6. Students who cross the road will cross in front of the bus while the driver waits.
  7. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must **NOT** throw paper on the floor or out of the window of the bus.
  8. Students must not put their head, hands, or arms out of the windows.
  9. Students must not stand or move about inside of the bus or try to get on or off the bus while it is in motion.
  10. If a student desires to ride or leave the bus at any other than their designated bus route and stop, the student must present the driver with an office approved note from the parent granting permission to do so.
  11. Cell phones are not permitted for use on the buses.
  12. Tobacco cannot be used on the bus.
  13. No food or drinks allowed on the bus except those in school lunches.
  14. Any damage to the bus should be reported at once. The student responsible will be charged or any damage he/she does to the bus.
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