

Accredited
by the
Missouri Department of Elementary and Secondary Education.

Dear Parents,

The Parent-Student Handbook is prepared to assist each parent and student in understanding our school and its operation. The Administration, the Board of Education and the teachers believe that an understanding by each student and parent of the school rules and regulations is necessary in order to create a good learning atmosphere and to maintain each student's individual rights.

We ask that parents discuss the rules and regulations which are set forth in this Handbook with their child. This will help avoid confusion and misunderstanding.

Every question will not be answered within these pages; therefore, if there is ever a question that you have that is not answered here, please feel free to call the school. We and the teachers will remain available throughout the school year to assist in any way we can to help make this school year your child's most successful yet.

The acknowledgment by a parent or guardian that a copy of the Handbook has been provided is a requirement for each student enrolled in the elementary school. Your child must return the form provided in the orientation packet to his/her teacher the first week of school.

We are looking forward to a fine school year. Please feel free to call or visit the school any time if you wish to discuss or observe your child's school activities.

Sincerely,

Larry Hol
Principal, McQuerry Elementary
(816) 633-5334

Daniel Armstrong, Assistant Principal
McQuerry Elementary
(816) 633-5334

"In Partnership with its parents and communities, the mission of the Odessa R-VII schools is to provide educational opportunities for all students to achieve life-long learning skills through quality academic, vocational, and social educational experiences in a safe and nurturing environment."

"LEARNING FOR A LIFETIME"

DAILY SCHEDULES

McQuerry School Daily Schedule

7:30	Building opens for those students eating breakfast
7:30-8:00	Breakfast is served
7:55	Building opens - children report to their classrooms. (Teachers are on duty. Children who walk to school, who do not wish to eat breakfast at school, should <u>not</u> arrive before 7:55.)
8:00	School Begins
10:45-12:30	Lunch
2:45	Dismissal bell for walkers
2:45	Bus riders report to the gym
***Early Release	
11:30	Dismissal bell for walkers
11:30	Bus riders report to the gym

* School will not be serving lunch on early release days

THE FOLLOWING POLICIES AND REGULATIONS MUST BE FOLLOWED.

OPENING AND DISMISSAL TIMES MCQUERRY ELEMENTARY

Opening - School for McQuerry Elementary students officially starts at 8:00 a.m. Your child should not arrive on school premises before 7:55 a.m. Upon their arrival, they should report directly to their classroom. However, for those students eating breakfast, the building will open at 7:30 a.m.

Dismissal - School is officially over at 2:45 p.m. Bus students will dismiss to the gym where they will be held until their bus arrives.

NOTICE

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The area between the McQuerry Office sidewalk entrance and north to the driveway exiting on 3rd Street is the designated pick up and drop off zone for students. Do not use this area for parking. The bus zone will be from the McQuerry office sidewalk entrance south on 3rd street to the High School parking lot entrance.

TRANSPORTATION PROCEDURES AND POLICIES

Bus assignments are made by the bus company. Only emergency situations will be accommodated in switching a bus. Dismissal procedures for students need to stay consistent. If you require a bus switch because of an emergency, call 633-5334 and speak to the assistant principal. Only the building administrator can grant an emergency privilege.

Bus transportation is provided by the District to qualifying students. Students who do not obey the rules and/or do not obey the bus driver are subject to disciplinary action. Classroom behavior is expected on the school busses. A list of infractions and consequences follows:

Type I Infractions

1. Horseplay including pushing and shoving.
2. Excessive talking or noise either from individual students or between students or groups of students.
3. Opened beverage cans and/or eating food or candy on a school bus.
4. Failure to sit in an assigned seat.
5. Blocking the school bus aisle.
6. Out of assigned seat while bus is loading or unloading other students or while bus is in motion.
7. Students must be seated on bus with back touching seat backs. Turning around, sitting perpendicular to the seat, or sitting with feet or knees in the seat will not be allowed.
8. Throwing objects and/or littering.
9. Disrespectful action or language toward the bus driver or authorized adult.
10. Obscene language, innuendo, or gestures.
11. Any other student behavior deemed to be a Type I Infraction by the District Administration.

Type II Infractions

1. Throwing objects out of a moving school bus and/or hitting driver with object.
2. Bullying or harassment.
3. Vandalizing or tampering with equipment. (Restitution must be made before the student will be allowed back on the school bus.)
4. Failure to obey a request of a bus driver or other authorized adult on the school bus.
5. Fighting or assault.
6. Use, possession, distribution or sale of tobacco and/or tobacco products or of an item represented to be tobacco or a tobacco product.
7. Possession, sale, distribution, use or under the influence of a controlled substance or of an item represented to be a controlled substance.
8. Possession of a weapon or fireworks.
9. Any other student behavior deemed to be a Type II Infraction by the District Administration

CONSEQUENCES--TYPE I INFRACTIONS

First Offense: Warning, conference with student, and contact with parent either telephone or written notice.

Second and More Offenses: 1-3 day bus suspension, conference with parent either by telephone or written notice.

TYPE II INFRACTIONS

First Offense: Five-Day Bus Suspension, conference with student, and contact with parent either by telephone or written notice.

Second Offense: Five-Day Bus Suspension, conference with student, and contact with parent either by telephone or written notice.

Third Offense: Recommendation of Bus Suspension for balance of semester/school year.

After a student has accumulated more than 10 days of bus suspensions during one school year, the student will be recommended for a bus suspension for the balance of the semester/school year. Parents may appeal to the Assistant Superintendent of Schools.

NOTE:

All Type I infractions and Type II infractions will accumulate for the entire school year. Depending on the infraction, administrators may impose consequences more severe than those listed above. Frequent and consistent misbehavior on school buses may lead to more serious consequences. Consequences may include expulsion or suspension from school, in-school suspension, detentions and referral to the proper legal authorities in addition to those consequences listed above for serious and/or consistent misbehavior.

Bus suspensions will not start until an administrator has contacted a parent either by telephone or written notice. However, a student whose conduct may endanger the safety of himself/herself or others on the school bus will not be allowed back on a school bus until a conference with parents has been held, with the following exception, if contact with a parent cannot be made, safety will take precedence.

Please be aware that a person commits the crime of trespassing a school bus if he knowingly and unlawfully enters any part of or unlawfully operates any school bus. (569.155RSMo)

Other Transportation Policies

1. The District will abide by all State rules and regulations regarding bus transportation.
2. No student will be able to ride a different bus than the one he or she has been assigned. The only exception will be in an emergency, and it must be approved through the school office.
3. Students who ride a bus and a bus goes by a baby-sitter's house may make arrangements to be dropped off at the baby-sitter, but it **MUST** be for every day.
4. The bus company has a policy which indicates they will not go farther on the road than the last child's house that is to be picked up. If driveways are not suitable to turn the bus around, the child must catch the bus at the location where the bus can turn around. Busses will be required to come to a complete stop at their pick up points, and do their utmost to be within 5 minutes of their pick up time. Students will be picked up at designated bus stop and dropped off at the same. There will not be undesignated stops.
5. If your child has not boarded the bus three days in a row, you will need to contact the bus company to resume transportation services.
6. Please provide the bus company with current telephone numbers to enable us to reach you or a babysitter.

7. Kindergarten and young students only: If your child is not to get off the bus unless someone is available to receive him/her, the bus company must have this information on file. If no one is home to meet your child, telephone calls will be made to try and reach someone, or your child will be brought back to the bus lot.
8. Early Childhood: District requires that someone bring Early Childhood students to the bus stop and meet students returning from school at the bus stop.
9. Please go over the bus rules with your child. We want to make sure each child has a safe ride, and we need your support to help us do this.
10. School bus routes will be posted in the paper before school starts and are subject to change.

ODESSA SCHOOL DISTRICT
SCHOOL EVENT CHAPERON POLICY

The Odessa School District recognizes the importance of employee and parental chaperons who accompany District students to events off of District property and who help supervise and oversee events on District property. These adults perform a vital service for the District and help to ensure the safety, security, and enjoyment of the students participating in a chaperoned event. Parents/Guardians that have been selected as chaperons, are expected to help supervise a group of students that they will be assigned. This makes it necessary for that chaperon to ride the bus to and from the event. If they are unable to ride the bus to and from, they should forfeit their position as chaperon and let the teacher choose another parent so that they are not shorted the supervision necessary to provide safety for all students.

All Chaperons, whether employee, parent or other adult, must conduct themselves in a manner that effectively promotes the safety, security and enjoyment of the students participating in the chaperoned event. To this end, no chaperon shall engage in any conduct which is or which could be perceived as, detrimental to the chaperon's function of ensuring the safety, security, and enjoyment of the students under the chaperon's care. A chaperon shall not possess, use or consume alcoholic beverages and/or illegal drugs or other illegal substances during any District activity, whether school-sponsored or student sponsored, or at any other time while serving as a chaperon.

Students are required to ride the bus to and from school sponsored events unless permission has been obtained from the principal.

Any employee who violates this Policy may be subject to disciplinary action up to and including termination of employment. Any parent or other adult who violates this Policy will lose chaperoning privileges for the remainder of the school year and for such time thereafter as the District administration determines to be appropriate.

The District will report any apparent violation of federal or state laws by a chaperon to the proper law enforcement agency.

McQUERRY WEB SITE PAGE

To access the McQuerry Web Page go to <http://odessa.k12.mo.us> and click on McQuerry!

PARENT VOLUNTEER PROGRAM

The philosophy of the Odessa R-VII School District volunteer program embodies the belief that community participation in the school enriches the school program and fosters the public's interest in our schools, both of which can make a positive difference in the educational environment.

If you are interested in becoming a volunteer, contact: Larry Hol at McQuerry Elementary 633-5334. We look forward to hearing from you!

COMMUNICATION BETWEEN HOME AND SCHOOL

It is very important that parents and the school keep an open line of communication. We will do our best to keep parents informed of their child's progress and needs at school.

Changes in going home - Children do not always get verbal directions correct, and they often do not remember which day a specific arrangement has been made for after school. A note from the parent is required if a child is to do something other than the ordinary on a particular day. If the child does not present a note from the parent, he/she will be sent home the usual way. It would be helpful to pin the note onto a student in Kindergarten and first grade. If you need to change your child's after school plans, please call before 2:00 p.m. to ensure that your child receives the message. Please do not leave messages on teacher's voice mail or e-mail for changes in dismissal plans. These messages should be left with office secretaries.

ENROLLMENT AND AGE REQUIREMENTS

Odessa R-VII School District requires that a student must be five (5) years of age prior to August 1st to enter kindergarten in the fall.

The following are required for students enrolling for the first time in the Odessa R-VII District:

1. Birth Certificate
2. Immunization Records (Up-to-Date)
3. Social Security Number
4. Proof of Residency
5. Comprehensive Vision Exam

Health Services

The McQuerry Elementary School is pleased to provide a full-time licensed nurse who cooperatively works with the district's registered nurse to promote health and wellness for our students and staff. The health room is open to all students for basic first aide, for illness, for control and prevention of communicable disease, and for the administration of medication from 7:30 a.m. until 3:00 p.m.

Basic first aid will be administered for minor and major injuries or illness. For serious injuries parents/guardians will be notified of the extent of the injury and of the status of their student.

Every possible effort will be made to promote a healthy and productive educational experience for McQuerry Elementary students. Occasionally, however, illness develops during school hours and the student must be excluded from school. Parents/guardian will be notified of the child's illness and make arrangements for their child to be picked up. Students need to be picked up in a timely manner within a reasonable time frame within notification of student's illness.

Symptoms requiring exclusion from classes are: fever (body temperature equal to or greater than 100.0 degrees), vomiting and/or diarrhea (which is verified by an adult), questionable skin conditions, head lice infestations and suspected conjunctivitis (pink eye).

To assist in preventing and controlling communicable disease, it is necessary that parents/guardians not send their student back to school until he/she has been without symptoms for at least twenty-four (24) hours without use of medication.

Those students excluded because of head lice may return to class immediately when it is determined that he/she is free of live lice and/or lice eggs (nits).

Missouri law requires parents/guardian of each student entering school to furnish satisfactory proof of immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and hepatitis B. In addition, all students must present proof of immunizations for varivax (chickenpox) or proof of their child having had the disease.

Children's Vision Bill – All enrolling kindergarten students and any 1st graders who have not had a comprehensive eye exam must have an exam prior to starting school. This comprehensive vision exam must be performed by an optometrist, ophthalmologist or physician. A copy of the vision exam must be on file in the health room.

Policy for Administering Medication

All students taking prescriptive medication during school hours must have a completed **“Parental Authorization for Medication Administration” form on file in the health room..** All medication must be delivered by the **parent/guardian or designated adult (over 18 years of age)** directly to the nurse in the health room. Prescriptive medication must be in the original current prescriptive bottle with the prescriptive label prescribed to that student during regular health room hours. All medication (s) will be administered through the health room. A student may carry his/her metered dose inhaler with specific instruction from the prescribing physician.

Over the Counter Medication

The health services department will keep a few over the counter medications stocked in the health room. The complete list will be listed on the over the counter consent form.

At the beginning of the school year Parent/Guardian will need to complete the **“Over-The Counter medication consent.” NO CHILD** will be given any of these medications without signed consent. Parents will be notified when any of these medication(s) are administered except for cough drops, ST 37 and Petroleum Jelly. These consents will be part of the enrollment process and located in the students enrollment packet. These consents need to be completed and returned to the health room.

The district may administer additional over the counter medication, delivered and supplied by the parent/guardian or designated adult over 18 years of age. Parent/Guardian must complete the **“Parental Authorization for Medication Administration” form**, located in the health room. All over-the-counter medication must be delivered to the nurse in the health room during regular health room hours. Medication must be in the manufacturer's original packaging and will be only administered in accordance with the manufacturer's label during regular health room hours.

The health services in all buildings use **ST 37**, which is a First Aid Antiseptic/Oral Pain Reliever. ST 37 will be used as directed on label for burns, cuts, abrasions and Hygienic care of the mouth. ST 37 produces little or no stinging or burning, it soothes irritated areas, does not stain the skin or leave an odor. ST 37 kills pathogenic bacteria on contact minimizing the development of infection. When used as a gargle relieves minor sore throat pain and protects irritated areas of a sore mouth or throat.

Please contact the nurse at McQuerry Elementary for questions or concerns at 633-8442.

ATTENDANCE

The school recognizes that there may be lengthy absences due to illness or unusual family circumstances. The administration will be glad to work with individual families to reach an equitable solution to the problem.

The following procedures will be followed for daily attendance:

DAILY ABSENCE REPORTING

The parent calls the school to report absenteeism by 10:00 a.m. The school calls the parent if no notification of absence is received by this time.

THREE (3) DAYS ABSENCE REPORTING

When the student's absences from any one (1) class reach three (3) days per semester, the school will send a letter to parents, regardless of prior notification by phone or conference. The letter serves as a reminder and notification that the student will need to arrange make-up time for missed instruction through after-school study hall, computer lab, or tutoring when six (6) day absences are exceeded in one semester.

SIX (6) DAYS ABSENCE REPORTING AND FAILURE TO EARN CREDIT

When a student's absences reach six (6) days from any one (1) class, he/she will receive no credit for the semester. If a student misses six (6) days or more of a class, the student will choose to:

- A. Enter into a contract to make-up attendance missed over and beyond (6) days during non-school hours and any work missed with no further incidents of absence that semester. A completed contract will result in the student earning credit for the class. A request to contract must be submitted in writing to the superintendent.
- B. Be afforded an appropriate due process hearing in accordance with Board policy and state law. Notification will be sent to the parents and he/she will be given an opportunity to appeal to the Board of Education. A request to appeal must be submitted in writing to the superintendent. The Board will decide whether the student has earned credit for the course but will not reduce or change any grade.

ANY UNEXCUSED ABSENCES OR DAYS TAKEN FOR VACATION ARE NON-WAIVABLE FOR CREDIT RESTORATION.

It is the legal duty of the parent/guardian to see to it that the child attends school regularly. Missouri Statutes makes it a misdemeanor punishable by up to 15 days in jail and a fine of up to \$300 for knowingly failing to see that the child attends school. Attendance accounting is also required by the State Department of Education and by the local Board of Education. All regulations listed are for the purpose of meeting those policies and at the same time helping a student secure the finest education possible. The district will see that a child is not wrongfully punished for a parent/guardian's neglect. The parent/guardian of a student under the age of 16 that does not comply with these regulations will be reported to the Lafayette County Prosecutor, Juvenile Authorities, Division of Family Services or other appropriate agency.

Students who are tardy are to report to the office before going to their classroom. Parent/guardians are required to come to the office and sign the student in. Regular school attendance is important to a child's success in school. At Odessa Elementary Schools we instruct students in academic subjects and also stress personal responsibility. Punctuality is an important habit for a child to establish early in life.

During the school day, students are tardy when they are not in the place they are supposed to be when class begins. When students are late to school, parents will receive written notification after the student is tardy three times. If tardiness is excessive, students will be expected to make up one hour of instructional time during non-school hours for every third tardy.

RELEASE OF CHILDREN DURING THE SCHOOL DAY

Children are not permitted to leave the school grounds by themselves any time during the school day.

Parents requesting release of a child during school hours should send a note to the teacher, whenever possible. The parent must also come to the main office to sign the student out, at which time the student will be called to the office.

Only the principals have the authority to release children from school.

BOOK FEES

One set of textbooks and workbooks are furnished free to all elementary students. If the original books are lost or defaced by writing, broken bindings, soiled, or torn and cannot be used appropriately, the student shall pay for the cost of replacing the damaged or lost book.

Students shall pay for each lost or damaged library book or guided reading book.

Books lost in a fire destroying the student's home are replaced free.

CLASSROOM VISITATION POLICY

The safety and security of our children has always been a concern. Parents/Guardians are welcome in their child's classroom. Please arrange for visitation ahead of time with the classroom teacher and building principal. All people entering and exiting the building are asked to enter through the door closest to the office on 3rd Street. Please report to the office before going to other areas of the building. Visitors will be asked to wear visitor identification. Parents are welcome to eat in the cafeteria provided that notification is given in the morning lunch count. Adult lunches are \$2.55.

CLASSROOM OBSERVATION AND TEACHER MEETING PROCEDURES

Teachers and administrators strongly believe that education is a shared responsibility between parents/guardians and school personnel. At times parents/guardians may wish to visit or observe in a classroom. Please refer to the following Odessa R-VII School District Policy files (copies of the above policy are available in the McQuerry Office):

File: CF School Building Administration

File: KK Visitors to District Property/Events

In compliance with the Board of Education's policy and acting with the approval of the superintendent, the principal shall be responsible for and have authority over the actions of students, professional and support staff, visitors, and persons hired to perform special tasks. To assure a successful school observation, teachers and administrators ask visitors to follow these guidelines:

1. Please arrange a mutually agreed upon date and time with the building principal and teacher for the requested classroom observation.
2. All observation sessions will be planned in advance so as not to create conflict with the teacher and student schedule. Therefore, arrangements must be made prior to the day of the classroom visit or observation. The principal may limit the duration of any observation in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. No parent may observe or visit a classroom during an assessment.
3. Parents may observe a classroom one time per month. This limit does not include times when parents are invited to a classroom for a special event or presentation, serve as a volunteer with a teacher (see district volunteer policy and application), or to enjoy lunch with a student.
4. The principal reserves the right to decline the request for classroom observation if it is determined that such observation would cause undue disruption in the educational process.
5. For security reasons, visitors are required to sign in at the school office, to receive a visitor's badge, and indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors are asked to sign out when leaving the building.
6. To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit and/or observation. Out of respect for the teaching environment, parent/guardians are asked not to bring younger siblings or children while observing in the classroom or to utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns.
7. During the observation, the principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
8. A parent who does not have a scheduled meeting but who comes to school asking to talk with a teacher must remain in the office until it is determined that the teacher is available for an unscheduled meeting.

All aspects of individual student confidentiality must be preserved and respected.

LUNCH PROGRAM

A hot lunch program is provided for all students who wish to participate. The cost of a lunch is \$1.70 for elementary students. A reduced lunch for those who qualify is 40 cents. Extra milk is 40 cents. Extra Breakfast Entrée is 60 cents. Extra Lunch Entrée is \$1.00. Adult price for lunch is \$2.55.

Application forms for free or reduced lunches will be sent home with each student. You must re-apply each year. Should the income status of the family change during the school year, it is your responsibility to re-apply. One application is required for each family. Verification of income may be required as set forth under guidelines of the U.S. Department of Agriculture. All parents filing for free lunches for their children must pay for hot lunches until their applications have been reviewed and processed.

LUNCH MONEY OR CHECKS SHOULD BE ENCLOSED IN ENVELOPE WITH CHILD'S NAME, TEACHER'S NAME, AMOUNT ENCLOSED, ROOM NUMBER. Parents are urged to pay lunch money by the month or week.

BREAKFAST PROGRAM

Odessa R-VII Schools will offer a breakfast program to district students this year.

Breakfast will be \$1.10 for students and \$1.75 for adults. All students who qualify for free and reduced lunch automatically qualify for free and reduced breakfast. The price of a reduced breakfast will be 25 cents. Money for breakfast will be paid directly to the cashier in each cafeteria, and students will have the option of paying by the week. Breakfast will be served at the following times:

McQuerry Elementary 7:30 - 8:00 a.m.

KINDERGARTEN

The Kindergarten year is a vitally important period in the whole school life of the child. For most children, this year marks the first educational experience outside the family circle and lays a foundation for all school experiences to follow. It is vital that these initial experiences be rewarding to the child and establish a positive feeling toward school life.

HOMEWORK

- Homework should take only 10-30 minutes at the primary level.
 - 10-15 minutes for Kindergarten
 - 10-20 minutes for 1st Grade
 - 20-30 minutes for 2nd Grade
- ½ of that time should be spent READING independently or with someone. (At the beginning of the year in kindergarten parents will be reading for ½ the time and the other ½ should be conversation about the book to help build language)
- The other ½ should be practice work, completed by the student, of what they have learned.
- "Encourage, motivate, and prompt your child, but do not sit with her/him and do the homework...If your child is consistently not able to do the homework alone, please contact the teacher."

Procedure for requesting homework for students who are unable to come to school:

1. Parents should call the office early in the morning in order for the teacher to have ample time to prepare the homework.
2. The homework may be picked up at the end of the day in the appropriate elementary office.

STUDENT FILES AND PERMANENT RECORDS

Permanent records are kept on each child in the principal's office and are available to parents upon request. The counselor or principal must be present while the parents examine any permanent record documents. This is necessary in order to explain documents and test data.

Permanent records include family information, pupil's attendance, grades in school subjects, standardized test scores, and a record of social and personal habits.

Parents should report any change in required enrollment information so that we may keep our records accurate.

The school shall use the legal name of each student on all school records.

TESTING

Terra Nova Achievement Tests are given to first and second grade students to measure academic growth. Results will be sent home. Test results may be reviewed by making an appointment with the principal.

TRANSFER AND WITHDRAWAL OF STUDENTS

Students planning to move from the district should notify the school office at least one day in advance so that transfer papers can be completed. (This form helps the receiving school place your child immediately and keeps the interruption of his/her studies to a minimum.) Education records will be forwarded to other schools or agencies when requested by the child's parents or other education institutions. Original records are not to be released to parents.

PLAYGROUND POLICIES

A good school climate is warm, friendly, safe, and orderly. In order to have a good school climate, it is necessary to have policies and rules concerning recess behavior and supervision. All students should be able to enjoy recess periods without fear of being injured, being bullied, or being threatened by other students.

1. Children should not bring personal playground equipment or toys to school.
2. Any behavior or misuse of equipment which deviates in a noticeable hazardous manner shall be considered out of order, and proper correction shall be made accordingly.
3. Abusive behavior such as pushing, shoving, quarreling, scuffling, and bullying is unacceptable.
4. Wrestling, fighting, or play fighting is not allowed.
5. Students are to stay within the enclosed boundaries of the school grounds at all times.
6. Any damage to the equipment or building should be immediately reported to the principal's office.
7. TACKLE GAMES ARE PROHIBITED!
8. Snowballs, wood chips or rocks are not to be thrown on the playground.

Recess - Recesses are supervised by teachers. Children are expected to participate. A note is required for a child to remain inside. If more than two days are needed, a doctor's note is required.

Weather Conditions Limiting Outdoor Recess - We take the children outside for recess everyday if the temperature is 32 degrees or above. The children do not go outside if the heat index is above 105 degrees, it is raining, bitter cold, and in some cases, snowing. If the temperature is between 95 degrees and 105 degrees, recess is altered allowing for drinks and monitoring students for heat. All recesses end by 1:05 p.m.

Please send your child with proper attire for existing weather conditions. His/her classroom teacher will see to it that he/she dresses the way you sent him/her to school.

BICYCLES

Racks are provided for bicycles. All bicycles are to be parked in the racks. Students riding bikes to school are required to immediately park the bicycles in the racks and go into the elementary building.

Bicycles are not to be ridden until the end of the school day. It is recommended that students lock their bikes in order to prevent theft. The school is not responsible for the loss of bicycles.

It is recommended that students who ride bicycles follow safe riding procedures.

REPORTING TO PARENTS

McQuerry Elementary will be issuing a student progress report every six weeks for students in grade kindergarten through second grade. This report will include student attendance, academic progress, work and study habits and comments.

In addition to the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Parent-teacher conferences are used frequently. Parent-teacher conferences are held in late October or early November for all students (Grades K-2). Please check the school calendar for the exact dates this year.

Odessa R-VII Elementary Schools' reporting system uses the following code for curricular areas:

Grading Code

Kindergarten - Second Grade

Key learning skills of the grade level will be listed on the progress report. Progress reports will be sent home every six weeks of school. The following code will be used.

A	Exceeding grade level expectations
P	Meeting grade level proficiencies
B	Approaching grade level proficiencies
BE	Below grade level expectations
+	Satisfactory progress
0	Needs improvement

TELEPHONE PROCEDURE

Students will not be called from class to answer calls. Messages will be delivered by office personnel. Student calls will be kept to emergency situations.

EMERGENCY SCHOOL DISMISSAL

Generally there are two types of emergencies that could necessitate the closing of school. They are snow storms and severe weather activity. The directive to close school comes from the superintendent's office. Notice of closing or cancellation will be broadcast over KLEX/100.7, KCMO/810, and WDAF/610. Please do not call the school unless it is an extreme emergency. Incoming calls tie up the line when it is necessary for the school to make important calls to help insure the safety of the children.

Be sure your child and your child's teacher know ahead of time what to do if school is dismissed early or if after-school activities are cancelled. It is impossible for all students to individually use school phones to make these arrangements once school is dismissed. Emergency school information will also be posted on the Odessa R-7 School web page odessa.k12.mo.us. You may also sign up on our web page for the Bulldog Alert to get emergency and other important information as a text message directly to your mobile phone.

CARE OF SCHOOL PROPERTY

We encourage all students to be proud of our schools and feel it is the duty of each student to respect the school's property. Students who deface or lose school property shall be required to pay for the damage or loss.

LIBRARY

Library Hours 7:30 - 3:00

In order to maintain quality library resources, it is necessary for students to use these items properly and return them on time. In general, students that misuse materials and are unable to return books on time may be subject to losing library privileges. Parents will be billed for lost books checked out in their child's name.

SCHOOL PICTURES

Pictures are taken in color each fall. A picture of each child is needed to use in the office for identification and for permanent records. All children should have pictures taken, but no parent is required to purchase pictures. A yearbook will be available in the spring for each student to purchase. A spring picture is also taken and parents may purchase these photos.

LOST AND FOUND

Anything lost or found should be placed in lost and found immediately. To help eliminate confusion, children's coats, sweaters, book bags, ball gloves, caps, etc... should be name-marked for identifications. Such markings will increase the chance of children finding lost items. Lost articles found in the building or on school property will be kept for two months, then they will be given to charity or discarded.

SAFETY PROCEDURES

Fire, tornado, and earthquake drills are held regularly throughout the school year. We also participate in medical emergency, bomb threat, lock down and "Shelter In Place" drills. Appropriate instructions are given in each class.

The school has in its employment a School Resource Officer. This officer will have the same jurisdiction as a police officer. They will follow all Board of Education Policies.

SALE OF ARTICLES IN SCHOOL

Sale of articles by a student in school is prohibited by school policy.

ROOM PARTIES

There will be three classroom parties. They are Halloween, Christmas, and Valentine's Day. The parties are sponsored by PTO room parents and teachers.

Items for room parties and birthday treats should not be homemade. For health reasons and students' safety, all treats must be commercially packaged. Consideration should be given to the nutritional value of treats and snacks.

Students are allowed to bring birthday treats. Treats are to be distributed at the end of the day. Parents are asked to contact the classroom teacher prior to sending treats to check for allergies and schedule conflicts.

Students are not to pass out home party invitations of any kind at school unless there is an invitation for every child in the classroom.

GOOD THINGS TO LEAVE AT HOME

One of the main goals of Odessa R-VII Elementary Schools is to increase students' time-on-task. We are always looking for better ways to increase students' learning time and instructors' teaching time. We are asking parents' cooperation and help in this endeavor by seeing to it that students do not bring toys and nuisance items to school. Much valuable learning time is lost by the distraction and discipline problems created by toys and nuisance items at school.

Pets - Pets following children to school are endangered by traffic and are a potential danger to students on the playground.

Knives, Toy Guns, Baseballs, & Sharp Objects - All these items are hazardous to your child and other children.

Money - We encourage you to send lunch or milk money only with your child to school. The risk of lost money is always present.

Toys, Radios, any type of Trading Cards and Computer Games - Toys, radios, and computer games can easily distract the child's interest. Please do not send them unless it is pre-arranged by the teacher.

Shoe Skates - Students are requested not to wear shoe skates to school. They have the potential to cause injury.

Cell Phones/Pagers/Electronic Devices

Bringing a cell phone to school is a privilege, and as with all privileges there are responsibilities. No cell phones, pagers, or other electronic or battery powered devices (except calculators/orgnizers) are to be used during school hours.

First Offense: Device is confiscated and a parent/guardian must pick up from the office with a warning.

Second Offense: Device is confiscated and a parent/guardian must pick up from the office. Student will serve time in the Recovery room.

Third Offense: Device is confiscated and a parent/guardian must pick up from the office. Student will serve one day ISS.

Additional Offenses will result in ISS, Saturday School, OSS and loss of privilege to bring a cell phone, pager or other electronic device to school.

STUDENTS ARE NOT TO BRING ANY GLASS CONTAINERS TO SCHOOL!

The only time a student will be allowed to bring items other than routine school supplies to school is for "Show and Tell" activities in the primary grades.

McQuerry Elementary School Student Behavior Plan B.I.S.T.

We provide a discipline process which:

- Involves the support of home and school
- Respects the uniqueness of each student
- Recognizes the relationship between academic success and behavior
- Teaches personal responsibility/accountability
- Prepares students to become responsible, contributing members of society

The elementary discipline plan is a comprehensive model that includes prevention and intervention. The plan recognizes that children generally choose to behave inappropriately for the following reasons:

- Students lack information about correct rules and procedures
- Students challenge limits
- Students lack the ability to manage feelings

Prevention is defined as creating a classroom and school environment that promotes the likelihood of appropriate behavior. This would include clear expectations and instruction on correct procedures. Academic instruction is delivered at the appropriate level with effective instructional strategies.

Prevention components include the following;

A. Staff Training

McQuerry Teachers have received training in the model from the developers. Continued follow up training is provided during the school year.

B. Effective Classroom Management

Some examples of effective classroom management may include:

- Establish, post, model, practice and reinforce expectations
- Arrange the physical environment to promote student success
- Organize students' materials and supplies
- Use nonverbal communication
- Establish and use class meeting process

C. Positive Relationships

Some examples of building positive relationships may include:

- Greet individual students
- Provide team-building activities
- Promote parent communications
- Interact with kind confrontation

D. Effective Instruction

Some examples of effective instruction may include:

- Involve students actively in learning
- Transition smoothly and quickly between activities (structured procedures)

Intervention is defined as a plan of action to change inappropriate behavior

Intervention components include the following;

A. Early Intervention - Many inappropriate behaviors will cease at this point.

- Provide preferential seating
- Implement class meetings
- Conduct teacher, student, parent conferences
- Use proximity
- Develop daily academic/behavior report
- Remove distractions
- Complete think sheet
- Document (communication logs, parent notes, daily/weekly reports)

B. Action Plan

If a student continues to behave inappropriately, an action plan will be developed to support the child in changing his/her behavior. This plan will be developed by a school team that may include the teacher, principal, student, parent(s) and/or other school personnel. The action plan may include implementation of the following:

- Student contracts
- Check-ins
- Alternative activities
- Removal from peers
- Administrative referral

Focus Rooms - The Focus Room is a supportive intervention strategy for any student who is struggling with managing their feelings and behavior. A staff member who has been trained to use and implement the district-wide Behavior Intervention Support Team (BIST) model supervises the Focus Room. It is designed to be a safe environment where students can receive support while working through the issues that caused them to be sent out of the classroom. Work may be sent to the Focus Room for students to complete. If a student is calm, can follow directions in the Focus room, and has been able to be productive, he or she may return to a buddy room or the classroom.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or the Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Reporting to Law Enforcement

It is the policy of the Odessa R-VII School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriated division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition against Being on or near School Property during Suspension

Ass students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian and permission is granted by the superintendent or designee.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student and permission is granted by the superintendent or designee.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense. "Failure to Meet Conditions of Suspension," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Academic Dishonesty**—Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.
 First Offense: No credit for the work, grade reduction, or replacement assignment.
 Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

2. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

 First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
 Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

3. **Assault**
 - a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

 First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

 - b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

 First Offense: Expulsion.

4. **Bullying (see Board policy JFCF)**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

 First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.
 Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

5. **Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

6. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

7. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

8. **Drugs/Alcohol (see Board policies JFCH and JHCD)**

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: Short-term suspension - Up to 45 days out-of-school suspension**, administration may suspend student up to 10 days with referral to superintendent for a suspension of up to 35 additional days, notification to law enforcement officials, documentation in student's discipline record, and contact parents.

Second Offense: Medium-term suspension - 10 days out-of-school with referral to the superintendent for a medium suspension of up to 90 days OSS**, notification to law enforcement officials, documentation in student's discipline record, and contact parents.

Third Offense: Long-term suspension – 10 days OSS with referral to the superintendent for a long-term suspension of up to 180 OSS or

expulsion**, notification to law enforcement officials, documentation in student's discipline record, and contact parents.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: Up to 45 days out-of-school suspension, administration may suspend with referral to the superintendent for a suspension of up to 35 additional days or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

9. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

10. **Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation titled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

11. **False Alarms (see also "Threats or Verbal Assault")**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. **Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **Gambling**—Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

14. **Hazing (see Board policy JFCF)**--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. An incident may be considered hazing even when all students involved are willing participants.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, suspension or exclusion from activity/athletic participation.
Subsequent Offense:	1-180 days out-of-school suspension, expulsion, suspension or exclusion from activity/athletic participation.

15. **Incendiary Devices**—Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an education exercise and supervised by district staff.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

16. **Public Display of Affection**--Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

17. **Sexual Activity**—Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

18. **Sexual Harassment (see Board policy AC)**

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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- b. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	1-180 days out-of-school suspension or expulsion.
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19. **Sexually Explicit, Vulgar or Violent Material**—Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

20. Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)

- a. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

- b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- c. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- d. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

21. Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

22. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

23. **Tobacco**

- a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Detention or 1 day in-school suspension.

Second Offense: Confiscation of tobacco product. Detention or up to 3 days in-school suspension.

Third and Subsequent Offense: Confiscation of tobacco product. Up to 6 days in-school suspension.

- b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Detention or 3 days in-school suspension.

Second Offense: Confiscation of tobacco product. Up to 7 days in-school suspension.

Third & Subsequent Offense: Confiscation of tobacco product. 1 day out-of-school suspension.

24. **Truancy (see Board policy JEDA)**--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Up to 3 days in-school suspension.

Second Offense: Up to 7 days in-school suspension.

Third and Subsequent Offense: 3 days out-of-school suspension.

25. **Unauthorized Entry**--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

26. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion.

27. **Weapons (see Board policy JFCJ)**

- a. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

GENERAL DRESS CODE

Student dress and grooming will be the responsibility of the individual and parent/guardians, within the following guidelines.

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. Shoe skates are not allowed. Flip flops, wooden sole shoes or thick platform shoes may not provide the safety needed to protect your child from injury.
3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
4. Class activities which present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Wearing apparel that has working and/or graphic display of items which are prohibited by law for minors to use will not be allowed.
6. Wearing apparel that has vulgar or suggestive wording and/or graphic display will not be allowed.
7. Wearing apparel which does not cover the stomach will not be allowed.
8. Shorts and leggings will be allowed. Bike shorts and leggings (Spandex, etc.) may be worn only if covered by another pair of loose-fitting shorts or skirt.
9. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

PROGRAMS AVAILABLE TO STUDENTS

For All

1. Reading, Math, English, Spelling, Social Studies, Science, Health, Handwriting
2. Physical Education
3. Music
4. Art
5. Computer lab
6. Individual Pictures (if desired)
7. Yearbook (if desired)
8. Group Pictures (if desired)
9. Grade A Hot Lunches (if desired)
10. Field Trips (Educational)
11. Assemblies
12. Counseling
13. SOAR (Before and after school day-care)

For Those Qualifying Under Federal, State and Local Guidelines

1. Free and Reduced Lunches
2. Title I Program
3. Gifted Program
4. Special Education Services
5. Early Childhood Special Education

Title I

The Odessa R-7 School District offers Title I supplemental instructional services that focus on high standards for all students, enriched and accelerated instruction, decentralized decision making, improved accountability, strong professional development, coordination and integration of services, expanded family involvement, extended learning time, and early intervention. The services must be made available to students with the most need first as determined by federal guidelines for criteria. Parents are notified if their child qualifies and participation in these supplemental services requires their consent and support. Services include an additional teacher for more one-on-one instruction mostly within the regular classroom environment and with regular before/after school tutoring.

Gifted Program

MINIMUM ELIGIBILITY CRITERIA

Students will be identified as Gifted and eligible for the gifted program when they meet the following eligibility criteria:

1. Students in grades Kindergarten* through Twelfth are eligible for consideration.
2. Student must score at or above 128 on an individual intelligence test and must meet one of the following requirements:
 - a. score at or above the 95th percentile on the Terra Nova Group Achievement Test (or any other group achievement test) on at least two for the following areas: Reading, Language and Math.
 - b. score at or above the 95th percentile on the PIAT-R individual achievement test.

OR

Student must score 125 or higher on an individual intelligence test and meet one of the following requirements:

- a. score at or above the 99th percentile on the PIAT-R individual achievement test.
- b. score at or above the 99th percentile on the Terra Nova Group Achievement Test (or any other group achievement test) on at least two of the following areas: Reading, Language and Math.

* Kindergarten - Because students this young have limited reading and writing skills, the district uses the Test of Nonverbal Intelligence (TONI) for preliminary eligibility. When students enter first grade, the full range intelligence test listed above is administered to determine continued program eligibility.

PROCEDURE

1. A student may be referred by parent, teacher, or counselor.
2. A check of the student's cumulative folder should first be made by teacher or counselor to check previous testing history.
3. A student may not be referred for testing more than once a year and no more than twice for grade K through 12.
4. The counselor will discuss gifted procedures with the parent and get permission to test.
5. Referral to the psychological examiner (or his/her designee) will be made to conduct the necessary tests at stated in the eligibility requirements.

6. The psychological examiner will give the reports on the test score(s) to the counselor.
7. The counselor and gifted instructor will then meet to discuss whether or not the student meets the criteria. At that time it will be decided who (either counselor and/or gifted instructor) will meet with parents.
8. The counselor and/or gifted instructor will meet with the parents to interpret the testing and explain the determination of gifted status.
9. The counselor will forward a copy of the student's I.Q. score to the gifted instructor.

PLACEMENT

Once a student qualifies for the gifted program, he/she will remain in the program each year as long as the minimum eligibility criteria are met.

Students transferring from a gifted program in another school district will have to meet the Odessa R-7 Gifted Program criteria to be admitted.

HOMEWORK POLICY

Students who participate in the gifted program shall be excused from standard classroom assignments and activities missed on the day(s) they attend the Enrichment Center. The student IS responsible for principles, strategies, and concepts developed by the regular classroom teacher on the day that he/she participated in the E.C. program. He/she is NOT excused from the accountability associated with the missed concepts.

The regular classroom teacher should avoid the scheduling of major tests, field trips, due dates for major assignments, etc., on the day that students are in attendance in the E.C. program.

The regular teacher shall not penalize the student for this authorized absence. All absences from the E.C. program will be reported to the home school.

WITHDRAWAL

Students may be removed from the gifted program for the following reasons:

1. The student does not achieve a 9.0 or higher Grade Point Average.
2. The student does not continue to score at or above the 95th percentile on group achievement tests.
3. It is determined by teacher and/or counselor and/or parent that continued placement in the program is no longer the best method of meeting the needs of the student.
4. A student chooses to exit from the program with parent approval.
5. A parent chooses to remove the child from the program.

PROMOTION POLICY

A student's promotion from one grade level to the next must depend on the student's social, emotional, and academic readiness to profit from instruction at the next grade level. Academic and personal readiness shall be assured in terms of achievement of district goals and objectives.

The decision to promote or retain a student will be made in the best interest of the student. Teachers will identify students who might possibly be retained by the end of the first (1st) semester. Once identified, teachers will contact parents every four and one-half (4 1/2) weeks to update them on their child's progress. The principal, if necessary, will request additional staff to evaluate and review the student's readiness. The decision to promote or retain a student is the responsibility of the building principal.

The principal will notify the parents/guardians by certified mail if the parent has failed to attend conferences or disagrees with the school's decision to retain a student. More than one retention during the elementary school years will receive extreme attention and require the approval of the superintendent.

Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

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 by 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 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 listed below under COMPLAINT PROCEDURES. 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 not 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, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

COMPLAINT PROCEDURES

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 through communication with the appropriate staff members and officers of the Odessa R-7 School District, such as the faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district.

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final.

STUDENT DUE PROCESS RIGHTS

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

STUDENT HAZING

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school related activity or athletic team. Conduct prohibited by this policy includes but is not limited to threats of physical harm, infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events.

DIRECTORY INFORMATION STATEMENT

Student information such as parent's name, address, and telephone number will be released to local organizations, military recruiters, institutions of higher education that request them, unless the parent informs the office in writing within ten (10) days of the start of school that this information should be kept confidential.

NON-DISCRIMINATION STATEMENT

The Odessa R-VII School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, age, sex, national origin, marital or veteran status, or the presence of a non-job related medical condition or disability.

Any person having inquiries concerning Odessa R-VII School District compliance with the regulations implementing Title VI, Title IX and Section 504 is directed to contact the following persons who have been designated to coordinate efforts to comply with these regulations:

Title VI & Title IX
Peter Rorvig, Assistant Superintendent
701 South Third Street
Odessa, MO 64076
(816) 633-5316

Section 504
Sandy Smith, Director of Special Education
713 South Third Street
Odessa, MO 64076
(816) 633-1599

