

**ODESSA R-VII HIGH SCHOOL**  
***School Policy Acknowledgement Form***

Dear Student and Parents/Guardians:

Each high school student receives a student handbook. This handbook is to be in the student's possession during the school day. It contains information pertaining to the student's responsibilities while at school and school-sponsored activities, activity and organizational information, academic information, procedures, rules, disciplinary measures, calendar of events, scholarships, schedules and emergency procedures. It is also a tool that enables a student to organize information in order to achieve at the highest performance level.

For a high school parent and student, it is imperative that both read and become familiar with this handbook so you will understand the entire Odessa High School experience. After reading this handbook, both student and parent/guardian must sign where indicated below and return it to the High School office immediately. **Students will be unable to participate in any activities until this form has been signed by parents and returned to the office.**

If you have any questions, please call Odessa High School at (816) 633-5533. We look forward to working with you throughout this school year. By working together, we can make this a positive educational experience for your son/daughter.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*date*

***Please sign and return to the High School office.***



# ODESSA HIGH SCHOOL

## STUDENT HANDBOOK 2012-13

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713 S. Third Street, Odessa, MO 64076  
Phone: (816) 633-5533 FAX: (816) 633-7506  
Attendance Line: (816) 633-8367  
Website: [www.odessa.k12.mo.us](http://www.odessa.k12.mo.us)

Principal...*John McGraw*  
Assistant Principal...*Buffie McConville*  
Guidance Counselors...*Mary Williams, Ashley Ray*

### **ODESSA HIGH SCHOOL STUDENT GUIDE** **HANDBOOK MISSION STATEMENT**

This Student Handbook provides a quick reference to those policies and regulations necessary to ensure an orderly and educational atmosphere. A significant amount of time and energy must be expended if a student is going to have a successful high school experience. The manner in which a student excels will be directly related to his/her involvement and participation in the many opportunities available. Whether this is your first or fourth year, the handbook will be a source of information for you to refer to when questions arise concerning school. It should be kept with you as a reference at all times. The faculty will be available to help students at any time. However, each student's success will be determined by his/her commitment.

**Have a great experience!**



**THIS STUDENT PLANNER BELONGS TO:**

Name \_\_\_\_\_

This planner is a valuable student tool that must be carried to classes every school day.

## Tardy Card – First Semester

Student's Name: _____						
Tardy	Tardy Consequence	Teacher Signature	Date	Hour	Adm. Signature	Student Initials
1	Tardy					
2	Tardy					
3	Tardy					
4	<b>Commitment Conference with Teacher</b>					
5	Tardy					
6	Tardy					
7	Tardy					
8	After-School Detention					
9	After-School Detention					
10	1 Day ISS					
11	2 Days ISS					
12	3 Days ISS					
13	4 Days ISS					
14+	<b>Consequence administration discretion</b>					
<i>** Failure to present tardy card will result in a detention or appropriate tardy discipline, whichever is greater.</i>						

### **TARDY CARD PROCEDURES**

- Student is less than five minutes tardy to class, the teacher will sign the appropriate space on the tardy card.  
     If: The teacher signs the 8<sup>th</sup> tardy, or the tardy card is full, or the student does not have a planner with tardy card,  
     Then: The teacher sends the student immediately to the office. The teacher sends a conduct referral slip to the office.
  
- Student is more than five minutes tardy to class, the teacher will immediately send the student to the office with a conduct referral slip.  
     If: The student does not have a planner with tardy card,  
     Then: The student will be assigned a detention for not having a planner with tardy card (even if it is the first tardy). The student may still use tardy spaces on the card if they are open.

## Tardy Card – Second Semester

Student's Name: _____						
Tardy	Tardy Consequence	Teacher Signature	Date	Hour	Adm. Signature	Student Initials
1	Tardy					
2	Tardy					
3	Tardy					
4	<b>Commitment Conference with Teacher</b>					
5	Tardy					
6	Tardy					
7	Tardy					
8	After-School Detention					
9	After-School Detention					
10	1 Day ISS					
11	2 Days ISS					
12	3 Days ISS					
13	4 Days ISS					
14+	<b>Consequence administration discretion</b>					
<i>** Failure to present tardy card will result in a detention or appropriate tardy discipline, whichever is greater.</i>						

### **TARDY CARD PROCEDURES**

- Student is less than five minutes tardy to class, the teacher will sign the appropriate space on the tardy card.  
     If: The teacher signs the 8<sup>th</sup> tardy, or the tardy card is full, or the student does not have a planner with tardy card,  
     Then: The teacher sends the student immediately to the office. The teacher sends a conduct referral slip to the office.
  
- Student is more than five minutes tardy to class, the teacher will immediately send the student to the office with a conduct referral slip.  
     If: The student does not have a planner with tardy card,  
     Then: The student will be assigned a detention for not having a planner with tardy card (even if it is the first tardy). The student may still use tardy spaces on the card if they are open.

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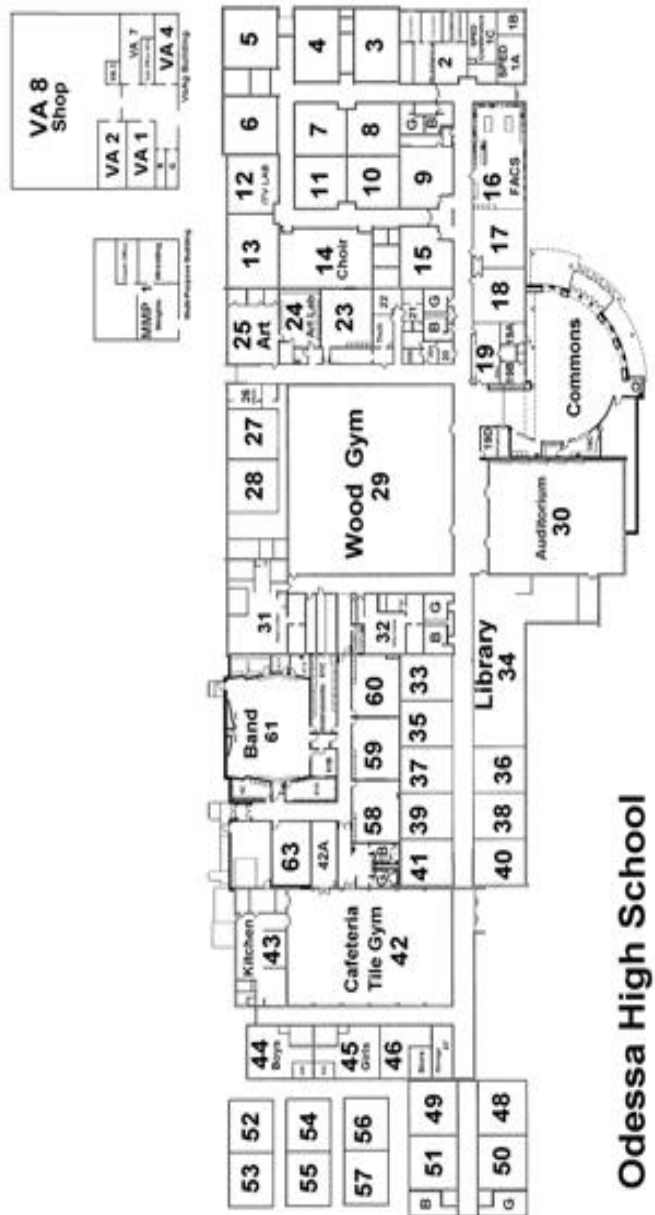
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## Odessa High School Building Directory

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Room	Staff / Department	Room	Staff / Department
1ABC	SPED District Office	30	Auditorium
2	Guidance Department	31	Boys Locker - Gym
3	Science (Meler Z)	32	Girls Locker - Gym
4	Science (Twilligear)	33	Language (Fetters)
5	Language-Journ (Poisal)	34	Library (Sallee)
6	Language-DC (Shields)	35	Language (Schambers)
7	Science (Ream)	36	Computer Lab
8	Science (Beamer/Heimsoth)	37	Language (Patrick)
9	Science (Meler H)	38	Math DC (Gwodz)
10	Drama/Pub Spkg (Esser)	39	Math (Austin)
11	Social Studies(Robinson)	40	Math (Johnson D)
12	ITV (Shaw)	41	Math (Bellmyer)
13	Business (Whitaker)	42-43	Cafeteria/Gym-Kitchen
14	Vocal Music (Harvey)	44	PE Boys (Barkley K)
15	Science (Cole)	45	PE Girls (Barkley A)
16	FACS (Joiner J)	46-47	Marketing-Store (Wade)
17	Business (Cox)	48	Math (Elliott)
18	Business Ed (Meyer)	49	Math (Tuttle)
19	Administration Office	50	Health (Gross)
20	Office (Hearing Impaired)	51	Department Conf. Rm.
20 A	Substitute Coordinator	52/53	SPED ( / Pierce)
20 B	School Resource Officer	54/55	SPED (Begemann)
20 C	Technology Director	56/57	ISS(King) At-Risk(Henning)
21	Nurse (Phillips)	58	Social Studies (West)
22	Faculty Workroom	59	Soc Studies (Johnson L)
-	District Technology	60	Social Studies (Stever)
23	Language (Carter)	61	Band (Maledy)
24	Graphic Design Lab	62	Color Guard Storage
25	Art (Nolan)	63	Band (Maledy)
26	Activities Dir. (Vleisides)	MMP1	Weights (Joiner D)
27	Spanish (Waibel)	VA1	Vocational Ag (Angel)
28	Spanish (Ogle)	VA2	Voc Tech (Rathert)
29	Gymnasium	VA4	Alternative School - ACE





# Odessa High School

## Calendar of Events 2012-2013

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August 1-3, 2012	New Teacher Orientation
August 7	Freshman Orientation
August 8	Teacher Work Day
August 9	Professional Dev. Day / Open House (4-7 pm) Senior Yearbook Portraits (3-7 pm)
August 10	Teacher Work Day (8-12 am)
<b>August 14</b>	<b>First Day of School</b>
August 28	Yearbook Picture Day (OHS Underclassmen)
August 31	Early Release Day (11:40-OHS)
September 3	Labor Day (No School)
September 6	Senior Yearbook Portraits (Retakes-OHS)
September 21	Early Release Day (11:40 OHS) / Homecoming
September 22	Homecoming Dance (OHS)
September 28	Professional Dev. Day (No School)
October 12	End 1 <sup>st</sup> Quarter
October 16	Parent/Teacher Conferences (4-7 pm)
October 17	Yearbook Picture Retakes (OHS Underclassmen)
October 18	Early Release Day; Parent/Teacher Conf. (3-7 pm)
October 19	(No School)
November 21-23	Thanksgiving Break (No School)
December 21	Early Release Day (11:40-OHS) End 2 <sup>nd</sup> Quarter
Dec 22-Jan 2, 2013	Winter Break (No School)
January 2, 2012	Teacher Workday (No School)
January 3	School Resumes
January 18	Court/Mat Warming (OHS)
January 21	Martin Luther King Jr. Day (No School)
February 15	Professional Dev. Day (No School)
February 18	President's Day (No School)
March 8	End 3 <sup>rd</sup> Quarter
March 12	Spring Picture Day (@ OHS)
March 13	OHS Blood Drive (7:30 am-2:30 pm)
March 27	Early Release Day (11:40-OHS) Enrollment Conferences w/Parents (12-3 & 4-7 pm)
March 28	Professional Dev. Day (No School)
March 28-April 7	Spring Break (No School)
April 13	OHS Junior Senior Prom (off campus)
May 9 (Thu.)	Class of 2012 Commencement @ UCM (7 pm)
<b>May 16</b>	<b>Last Day of School</b> - Early Release (11:40-OHS) End 4 <sup>th</sup> Quarter
May 27	Memorial Day

\* Possible Make-up Days: March 28; May 17, 20, 21, 22, 23  
Additional make-up days utilized at end of school year as needed.

## Contact Information

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HELPFUL CONTACT INFORMATION	
R-VII Central Administrative Office District Website	(816) 633-5316 <a href="http://www.odessa.k12.mo.us">www.odessa.k12.mo.us</a>
Special Education Administration	(816) 633-1599
OHS Office	(816) 633-5533
OHS Attendance Line	(816) 633-8367
OHS Fax Line	(816) 633-7506
Alternative School (ACE)	(816) 633-4421
Vocational Arts Building	(816) 633-4457
Apple Bus Company	(816) 633-4055
Jostens (Class Rings, Graduation Items)	(800) 542-3128
Lex-La-Ray Technical Center	(660) 259-2264
Lifetouch Photography	(800) 541-3686
Opaa Foods (Foodservice Provider)	(816) 633-7818

## Class Sponsors

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SENIOR Class of 2013	JUNIOR Class of 2014	SOPHOMORE Class of 2015	FRESHMAN Class of 2016
Barkley K.	Angel	Austin \$	Carter
Bellmyer	Beamer	Barkley A.	Elliott
Cox \$	Begemann	Gross	Gwodz
Esser	Cole	Henning	Heimsoth
Fetters	Johnson D. \$	Joiner J.	Johnson L.
Harvey	Meler Z.	Meler H.	Maledy
Joiner D.	Nolan	Ream	Meyer
King	Ogle	Shields	Patrick
Pierce	Poisal	Stever	Sallee \$
Rathert	Shaw	Waibel	Schambers
Robinson	Wade	West	Twilligear
Tuttle		Whitaker	
\$ Collects & Records Class Dues			

## Vision Statement

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### **In Pursuit of Excellence. . .**

Odessa R-VII High School is committed to quality education and is dedicated to guiding students to their highest potential. In our pursuit of excellence, the school has collectively developed a vision statement to help transform its ideals into reality. By creating this blueprint document, we set in motion the development of criteria for setting standards and a focus for improvement efforts, as well as benchmarks by which we will evaluate our progress along the way.

### **STUDENTS**

The conduct, character, and achievement of students are the baseline of evaluating excellence in education. At Odessa High School, students:

- Value education, set challenging goals, and make learning a top priority.
- Work with, serve, and teach others in their school and community.
- Think critically and creatively to solve problems.
- Direct and accept responsibility for their learning.

### **LEADERSHIP**

Building the bridge between the present and the future requires effective leaders. Odessa High School recruits, employs, and retains leaders who:

- Demonstrate a daily commitment to the OHS vision and values through the establishment of priorities and a focus for school improvement.
- Model the importance of lifelong learning with personal and collaborative professional development to improve student achievement.
- Hold high expectations for students.
- Work together to create conditions that empower students and promote and celebrate successes.
- Cultivate supportive relationships among students, staff, and community partners to ensure no student falls through the cracks.

### **PARTNERSHIPS**

Effective partnerships and communication among the school, community, parents, and business/educational agencies are crucial to school improvement. Odessa High School's partnerships:

- Unite to strengthen schools.
- Communicate needs and share resources.
- Encourage parent involvement in student achievement and emphasize the importance of the home/school/community/service connection.
- Reinforce the relevance of academic and co-curricular programs and help provide appropriate links between the school and the workplace.

## CURRICULUM

An excellent curriculum provides students with the tools for creating the future. Building a balanced curriculum requires learning tasks that mirror real-world problems in the home and in the workplaces of today and tomorrow. The academic coursework and co-curricular activities at OHS:

- Implement the state and district commitment to continuous data-driven/results-oriented school improvement.
- Capture the interests of each student and cultivate student diversity.
- Require active, rigorous, and relevant work that integrates essential life skills and supports the ever-changing use of technology.

## CLIMATE

To create a sense of community in a school that seeks an essential, vital way of life, the climate must foster certain fundamental human needs. School climate embraces a united school family where students feel valued and can excel in a safe, challenging, aesthetically pleasing environment. The climate at OHS is one that:

- Governs itself on fundamental principles and clear guidelines for behavior.
- Promotes belonging, tolerance, respect, and good citizenship.
- Honors students and staff, bringing the school community closer together.

### **POLICY STATEMENT**

The policies of rules, regulations, and procedures contained in this handbook for student and parent observance are intended to be in agreement with the adopted Board of Education policies. In the event that a discrepancy occurs, the Board Policies will always take precedence.

## Alma Mater for Odessa High School

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*Through the four long years of high school  
Midst the scenes we love so well,  
As the mystic charms of knowledge  
We vainly seek to spell;  
Or we win athletic victories  
On the football field and track  
Still we work for dear Odessa  
And the RED and the BLACK.*

*When the cares of life o'er take us  
Mingling fast our locks with gray,  
Should our fondest hopes betray us  
False fortune fall away,  
Still we banish care and sadness  
As we turn our mem'ries back  
And recall those days of gladness  
'Neath the RED and the BLACK.*

## Bell Schedule (Regular)

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DAILY SCHEDULE	START TIME	END TIME
Teacher Reporting Time	7:20 a.m.	3:10 p.m.
Take Up / Tardy Bells	7:45 a.m.	7:50 a.m.
1 <sup>st</sup> Period	7:50 a.m.	8:38 a.m.
2 <sup>nd</sup> Period	8:43 a.m.	9:31 a.m.
3 <sup>rd</sup> Period	9:36 a.m.	10:24 a.m.
4 <sup>th</sup> Period	10:29 a.m.	10:59 a.m.
5 <sup>th</sup> Period	11:04 a.m.	12:19 p.m.
<i>Lunch Shift 1</i>	10:59 a.m.	11:19 a.m.
<i>Lunch Shift 2</i>	11:19 a.m.	11:39 a.m.
<i>Lunch Shift 3</i>	11:39 a.m.	11:59 a.m.
<i>Lunch Shift 4</i>	11:59 a.m.	12:19 p.m.
6 <sup>th</sup> Period	12:24 p.m.	1:12 p.m.
7 <sup>th</sup> Period	1:17 p.m.	2:05 p.m.
8 <sup>th</sup> Period	2:10 p.m.	2:58 p.m.

## Communication with School

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In order to meet the needs of our students, it is necessary that the lines of communication between home and school are open and frequent. At the school, we will try to meet this need through our reporting procedures and formal parent-teacher communication. It is of equal importance that parents keep teachers informed of any developments that might influence the student's performance at school. If you have any questions, please contact us by telephone (816) 633-5533, or visit our website @ [www.odessa.k12.mo.us](http://www.odessa.k12.mo.us).

## Directory Information

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Student information, such as parent's name, address and telephone number, will be released to local organizations, military recruiters and institutions of higher education that request them, unless the parent informs the office, in writing, within 7 days after the start of school, that this information should be kept confidential.

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The following are examples of directory information: student's name, parent's name, date and place of birth, bus assignment, enrollment status (i.e. full or part time), participation in activities and sports, weight and height of team members, dates of attendance, honors and awards received, artwork or coursework displayed by district, most recent school attended, and photographs, videotape, digital images of recorded sound unless such photographs, videotapes, digital images of recorded sounds would be considered harmful or an invasion of privacy.

## High Schools That Work

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Odessa High School is instituting the High Schools That Work (*HSTW*) school-improvement initiatives. The framework of this tool to raise student achievement is as follows:

### GOALS

- Raise the mathematics, science, communication, problem-solving and technical achievement of more students to the national average and above,
- Blend the essential content of traditional college-preparatory studies – mathematics, science and language arts – with quality career/technical studies creating conditions that support school leaders, teachers and counselors carrying out key practices,
- Advance state and local policies and leadership initiatives necessary to sustain a continuous school – improvement effort for both academic and career/technical studies.

### KEY PRACTICES

- **High Expectations** – setting higher expectations and getting more students to meet them.
- **Career/technical studies** – increasing access to intellectually challenging career/technical studies, with a major emphasis on using high-level mathematics, science, language arts and problem-solving skills in the modern workplace and in preparation for continued learning.
- **Academic studies** – increasing access to academic studies that teach the essential concepts from the college-preparatory curriculum by encouraging students to use academic content and skills to address real-world projects and problems.
- **Program of study** – having students complete a challenging program of study with an upgraded academic core and a major.
- **Work-based learning** – giving students and their parents the choice of a system that integrates school-based and work-based learning that spans high school and postsecondary studies and that is planned by educators, employers and employees.
- **Teachers working together** – having an organization, structure and schedule giving academic and career/technical teachers the time to plan and deliver integrated instruction aimed at teaching high-level academic and technical content.
- **Students actively engaged** – getting every student involved in rigorous and challenging learning.

- **Guidance** – involving every student and his or her parents in a guidance and advisement system that ensures the completion of an accelerated program of study with an in-depth academic or career/technical major.
- **Extra help** – providing a structure system of extra help to enable students who may lack adequate preparation to complete an accelerated program of study that includes high-level academic and technical content.
- **Keeping score** – using student assessment and program evaluation data to continuously improve the school climate, organization, management, curricula and instruction to advance student learning and to recognize students who meet both curriculum and performance goals.

## Advisory Program (BEST)

Advisement is a program which ensures that every student has the opportunity to make optimal use of the many choices at Odessa High School, Lex-Lay-Ray Technical Center, Fort Osage Career and Technical School and Lee's Summit Technical School and ACE by delivering assistance in selecting learning programs, assessing needs, setting long-range goals and communicating individual's needs to the school as a whole. At the core of advisement program is the advisor who bridges the gap between the school and the needs of the individual student.

An advisor has approximately 18-20 students who they will guide through their years of high school. It is the advisor who helps the student plan goals and programs, makes regular contact with the advisee's parents, keeps track of student progress and serves as the advisee's advocate.

## Common Sense Statement

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the District and school mission statements will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use "common sense" in making decisions about their behavior choices.



## Academics

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### **ACADEMIC DISHONESTY**

Students in high school have many opportunities to become actively involved in the learning process. The benefits derived from original learning can be great. It is important that students who are engaged in study are responsible for doing their own work.

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, replacement assignment, principal/student/parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** No credit for the work, grade reduction, course failure, removal from extracurricular activities, principal/student/parent conference, detention, in-school suspension, or out-of-school suspension.

### **ACADEMIC HONORS (HONOR ROLL) (Quarter Grades Only)**

Students who achieve academic excellence in the classroom will be recognized every 9-week grading period. To be eligible for the "A Honor Roll" a student must achieve a 3.63 GPA or above. Students eligible for the "B Honor Roll" must achieve a 3.0 GPA or above. No failing grades.

### **ACADEMIC LETTERS (ADOPTED 1990-91)**

The purpose of the Odessa R-VII High School academic letter program is to reward those students who have displayed academic excellence. To earn an academic letter at Odessa R-VII High School the following guidelines will apply:

1. Academic Year – The academic letter year will coincide with the school year - two semesters starting with the fall semester. Seniors graduating at the end of the first semester will have as their academic letter year that one semester as that will be their school year and will, therefore, be eligible to letter during their senior year.
2. Grade Requirements – Students must have a minimum cumulative grade point for the academic (school) year of a 3.50 on a 4.0 scale and no letter grade lower than B-. Only semester grades earned at OHS will be considered for the academic letter. Grades from correspondence courses, college courses, or any other courses taken at or from any other institution (even if for high school credit) other than Odessa R-VII High School are ineligible for consideration in the academic letter program. Students transferring into Odessa R-VII High School during the first semester and having semester grades given by the Odessa system shall be considered eligible should they meet the 3.50 GPA.

3. Awards – The first time a student earns an academic letter, he/she will be awarded an academic letter, certificate, and bar. For the second, third, and fourth times qualifying, the award will be a certificate and a bar. Presentation of the awards will be Senior Night for the seniors. Underclass students will be recognized at an awards assembly / reception. Should a student transfer between years, the award will be mailed to the student.

### **CLASS CHANGES**

A master schedule of classes offered, and teacher assignments are developed based on student pre-enrollment. No class changes will be made after the first three (3) days of each semester. No changes will be made until a class change form is signed by both teachers involved and the parent/guardian.

### **CLASSIFICATION OF STUDENTS**

The following will be established to guide students in understanding their grade classification for the high school years.

It will be the goal of each student entering OHS to earn the required number of credits set forth by the State of Missouri and/or the Odessa Board of Education to receive a high school diploma within a four-year period.

Upon entering OHS each student will be classified as a freshman and advance with their grade successively. Students transferring to OHS will be appointed to the class level that they had achieved from their previous school. Once achieving senior class classification, students remain at this level until graduation.

### **COURSE WEIGHTING SYSTEM**

<b>Courses Receiving Weighting &amp; 1/3 Additional Quality Point</b>	
	Dual Credit College Algebra
	Dual Credit Calculus
Advanced Physics	Dual Credit Biology *
Physiology & Anatomy	Dual Credit Business Management
AP Chemistry	Dual Credit Language Arts IV
Honors English II, III	Dual Credit Public Speaking
AP English	Dual Credit Sociology/Psychology *
Math Analysis	Dual Credit US History *
Calculus	Dual Credit Spanish III & IV

\*Courses are taught via ITV- Course availability is subject to enrollment and availability through the University.

## GRADE AND WEIGHTING SCALE

Grade	Regular Quality pts.	Level I Quality pts.	Percent
A	4	4.33	94-100
A-	3.67	4.0	90-93
B+	3.34	3.67	87-89
B	3	3.34	83-86
B-	2.67	3.0	80-82
C+	2.34	2.67	77-79
C	2	2.33	73-76
C-	1.67	2.0	70-72
D+	1.34	1.67	67-69
D	1	1.34	63-66
D-	.67	1.0	60-62
F	0	0.0	59-Below

## GRADE REPORTS

Grade reports will be given out at the end of each nine-week period. Parents should examine their child's report. If you have questions about the grades, please feel free to contact the counselors and teachers.

## GRADUATION REQUIREMENTS

Odessa R-VII School District requires 26 units of credit to graduate.

Core Area	Credit
Language Arts	4 units
Mathematics	4 units
Science	3 units
Social Studies	3 units
Public Speaking	½ unit
Personal Finance	½ unit
Physical Education	1 unit
Health	½ unit
Fine Arts	1 unit
Practical Arts	1 unit
Electives	7½ units
<b>Total</b>	<b>26 units</b>

## **GRADUATION EXERCISE PARTICIPATION AND RECOGNITION**

To participate in the Commencement ceremony a student must have successfully completed the graduation requirements set forth by the Missouri State Department of Education and/or the Odessa R-VII Board of Education.

The specific honors levels are as follows:

<b>Academic Achievement</b>	<b>GPA</b>
summa cum laude	4.0 or above
magna cum laude	3.85 - 3.99
cum laude	3.67 - 3.84

Honors graduates will receive a medallion keepsake and are acknowledged at commencement both by gold-colored honor cords (which will be returned) worn with graduation gowns and public announcement as they cross the stage. These honor designations are recognized at Senior Awards Night and in the newspaper. To determine the speakers at graduation, the following process will be used. If there are more than two seniors with 4.0 GPA or above who wish to speak at graduation, they will submit applications. Applicants will be given a scoring guide and will come before the Principal's Advisory Committee to make a presentation and give an outline of their proposed speech. The committee will select speakers based on scoring guide criteria.

- National Honor Society
- National Vocational/Technical Honor Society
- College Prep Studies Certificate
- Student who meets the A+ requirements
- Four-year Perfect Attendance

## **NATIONAL HONOR SOCIETY (GEORGES' CHAPTER)**

The NHS recognizes and honors student scholarship, service, leadership, and character. The minimum GPA of 3.00 is required for membership consideration. Students who reach this scholarship level will then be evaluated on the basis of their service, leadership and character. Selection process will be in accordance with the national guidelines. In addition to the national guidelines each student that wishes to be considered for NHS must complete an activity form by the stated deadline. A chapter council, selected by the Principal, will elect members. Members must maintain the eligibility requirements to retain membership. Anyone who falls below the standards will be warned immediately by the sponsor and will be placed on probation. Only one-quarter probation will be permitted. Once a member is dismissed, eligibility for the membership can never be regained.

### **\* Formal notice of new GPA standard after 2012-13 academic year:**

- A minimum 3.25 GPA will be required to apply for admission to NHS for 2013-14; 2014-15; and 2015-16 school years.
- A minimum 3.50 GPA will be required to apply for admission to NHS for 2016-17 school year and beyond.

### **OFF-CAMPUS ENROLLMENT OPTIONS**

1. Juniors and seniors may be selected to attend Lex La-Ray Area Vocational/ Technical Center (AVTC) for part of the day. (transportation provided) Students selected may only receive a maximum of 6 credits a year.
2. Juniors and seniors may be selected to attend Lee's Summit Technology Academy for part of the day. (Students provide own transportation, if selected.)
3. Juniors and seniors may be selected to attend Fort Osage Career and Technical Center for part of the day. (Students provide own transportation, if selected.)

### **SCHOLARSHIPS**

Many students will apply for scholarships to help finance their post-secondary education. The OHS Counseling Office can help provide information about national, state, and local scholarships to parents and students. Scholarship information can also be accessed via the district website ([odessa.k12.mo.us](http://odessa.k12.mo.us)) by clicking on the Scholarship button. More information about all types of financial aid can also be found on the website by clicking High School, then Guidance, then Financial Aid/Scholarships. **Students must initiate scholarship applications and observe specific deadlines.**

### **SEVEN-SEMESTER GRADUATION POLICY**

The Board of Education of the Odessa R-VII School District has gone on record as recommending that students attend high school for eight semesters, but students who have completed the Odessa Board of Education 26 required units of credit at the end of seven (7) semesters, may be able to receive their diploma if they follow the procedures below:

1. The student will discuss the need or desire for 7-semester graduation with the high school counselor in order to verify credits. Preferably this should be done during the 6<sup>th</sup> semester.
2. The student will present a written statement to the high school Principal by **November 1<sup>st</sup>** with the reason for the request, plan for compliance to policy and agreement of parent if student is under the age of 18. No request will be honored after **November 1<sup>st</sup>**.
3. Any student who desires a 7-semester graduation request after the Nov. 1<sup>st</sup> deadline will need to apply for a **hardship application**. This written application will need to be addressed to the principal and superintendent stating reason for request, plan for compliance to the policy and agreement of parent if student is under 18.
4. The Counselor and Principal will review and verify the statement.
5. The Principal will present the request and recommend for or against to the Superintendent of Schools.
6. The Superintendent of Schools will make the final decision.
7. The student will receive a diploma at the completion of the 7<sup>th</sup> semester if the request is approved.
8. Upon meeting graduation requirements, the individual is considered to be an alumnus of Odessa R-VII High School but may still take part in all ceremonies related to graduation upon application to the principal. Participation in this context shall be limited to graduation ceremonies only.

**TRANSCRIPTS / FEES**

The Registrar will prepare and mail transcripts for OHS students without charge. A signed records release form must be on file. Students under 18 must have a parent/guardian's signature.

**WITHDRAWAL POLICY**

Students who withdraw from school, for whatever reasons, must check out through the guidance office. A withdrawal form must be completed, signed by all teachers to which the student was assigned, librarian, counselor, administrator, and office personnel. All materials must be returned and all obligations cleared before student records will be forwarded.

**ALTERNATIVE EDUCATION-ACE Academic Center for Excellence**

*(Available for OHS Students who are selected)*

The Odessa R-VII School Board has established an alternative school to serve the students at Odessa High School. The mission of the ACE Program is to provide a comprehensive, student-centered alternative education program. The ACE Program will focus on two core components:

1. Rigorous academic curriculum using PLATO Software
2. Work experience

Information about the ACE Program is available in the Odessa High School Guidance Office.

## **A+ Program**

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As an A+ Designated school, Odessa High School students are eligible for two years of tuition and general fees to any Missouri public community college, vocational or technical school. This concept focuses on all of our students. It directs us to design a program that will provide them with a rigorous academic education. A+ Schools program strives to accomplish three basic goals in providing students with the best educational experience possible:

1. All students graduate from high school.
2. All students will complete a selection of high school studies that is challenging and for which there are identified learning expectations.
3. All students will proceed from high school graduation to a college or post-secondary vocational or technical school or a high wage job with work place skill development opportunities.

With A+ designation, Odessa High School graduates may be entitled to the student financial incentives if they meet the following requirements:

1. Entered into a written agreement with Odessa High School prior to high school graduation.
2. Attended a designated A+ School for three consecutive years prior to high school graduation.

3. Graduated from high school with a cumulative, non-weighted grade point average of 2.50 or higher on a 4-point scale.
4. Have at least a 95% high school attendance record for grades 9-12.
5. Performed at least 50 hours of unpaid tutoring or mentoring.
6. Established a record of good citizenship and avoidance of the unlawful use of drugs (including alcohol).
7. After graduation, attend a participating Missouri public community college or vocational-technical school on a full-time basis, maintaining a grade point average of 2.5 or higher on a 4-point scale.
8. Attempted to secure federal financial assistance by completing and submitting the FAFSA form.
9. Registered with Selective Service (If Applicable)

Further information concerning A+ program may be obtained by contacting the A+ coordinator, at (816) 633-5533.

## Guidance and Counseling

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Visits to the OHS counselors are welcome from students, parents, and patrons of the community, but are encouraged to call for an appointment.

### TESTING SCHEDULES

**ACT Test Schedule – 2012-13**  
**ODESSA HIGH SCHOOL CODE: 262-475**  
**OHS TEST CENTER CODE: 153-540**

<b>ACT Test Dates available at Odessa High School</b>	<b>Regular Registration Postmark Deadline</b>	<b>Late Registration Postmark Deadline (Late Fee Required)</b>
September 8, 2012	August 17, 2012	August 18-24, 2012
October 27, 2012	September 21, 2012	Sept 22-Oct 5, 2012
December 8, 2012	November 2, 2012	November 3-16, 2012
February 9, 2013 *	January 11, 2013	January 12-18, 2013
April 13, 2013	March 8, 2013	March 9-22, 2013
June 8, 2013	May 3, 2013	May 4-17, 2013

Registration packets are available in the OHS Guidance Office. Online ACT information can be found at [www.act.org](http://www.act.org)

**PSAT** (PRELIMINARY SCHOLASTIC APTITUDE TEST) – Registration available to 11th grade students. Juniors who take the test are entered into National Merit Scholarship Qualifying Competition. [10<sup>th</sup> Grade students may register to test, but will not enter National Merit Scholarship Qualifying competition.] **Testing date – October 17, 2012 – Cost \$14.00**

**ASVAB** (ARMED SERVICES VOCATIONAL APTITUDE BATTERY)  
 Available to students in grades 10 through 12. Testing date – **TBA** – Cost \$0

## Library and Computer Use Policies

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### LIBRARY

The Library Media Center is open for students each school day from 7:20am to 3:30pm. Students may use the LMC when sent from a class with a written pass from their teacher. It is the student's responsibility to be sure his/her pass is signed by the librarian when returning to class. Books, magazines, and vertical file materials are available for check out. If materials are returned late, the student owes a fine of 5¢ per day. The library has computers available for students to use for Internet access, database searching, word processing, and printing of assignments. The computers are available any time the library is open for student use (unless reserved for a specific class use). District Internet policy is strictly enforced in the library.

### COMPUTER USE PROCEDURES AND POLICIES

The Odessa R-VII School District has worked very hard to secure technology training and resources for the students of the district. We must protect the technology we have acquired and ensure that it is being used in an appropriate manner. The following guidelines have been established for all students who use the high school's computers (in classrooms, computer labs, or library):

- To obtain login rights, obtain a **Computer Use Contract** from a teacher or the library. Read, sign and return the completed contract with student and parent signatures.
- Obtain your login name from a system administrator, your computer teacher, or librarian.
- Observe and obey copyright laws. This applies to the Internet, computer system files, and all programs that are the property of Odessa R-VII Schools.
- Violations of your **Computer Use Contract** can result in any or all of the consequences outlined below:
  1. Referral to the Assistant Principal for disciplinary action.
  2. Conference with the supervising teacher.
  3. Notification and/or conference with parent/guardian.
  4. ISS or detention
  5. Suspension from all computer use at school. If applicable, removal (with no credit) from course taught in the computer lab.

*(Please refer to the complete **Computer Use Contract** for detailed regulations.)*



## **Student Health**

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### **IMMUNIZATION POLICY**

All immunizations must be current and up to date for student to attend school.

### **POLICY FOR ADMINISTERING MEDICATION**

Students 9–12 should assume responsibility for their own medication. However, all students taking prescriptive medication during school hours must have a completed “Parental Authorization for Medication Administration” (available in the office, or in the health room) on file. All medication must be delivered to the school principal, or designee in the original current prescriptive bottle with the prescriptive label prescribed to that student.

### **OVER-THE-COUNTER MEDICATION**

The health services department will keep a few over-the-counter medications stocked in the health room. The complete list is found 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 student’s enrollment packet.

The district may administer additional over-the-counter medication, supplied by the parent/guardian. The over-the-counter medication must be in the original container. Parent/Guardian must complete the “Parental Authorization for Medication Administration” consent form, located in the office or in the health room. All over-the-counter medication must be delivered to the school principal or designee in the manufacturer’s original packaging and will only be administered in accordance with the manufacturer’s label.

The health services in all buildings use ST 37 which is a First Aid Antiseptic/Oral Pain Reliever 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 it relieves minor sore throat pain and protects irritated areas of a sore mouth or throat.

Medication(s) classified as Schedule 2, 3, 4 or 5 may NOT be carried by the student and must be administered through the Health Room/Office. For these medications, please contact the Director of Health Services to make appropriate arrangements at (816) 633-5533.

## STUDENT PREGNANCY POLICY

If a student becomes pregnant during the academic year, it is requested that they inform the administration/guidance staff as soon as possible. The student will remain in school until a physician states otherwise. Schoolwork missed during leave will be expected to be made up during her absence. Medical clearance is required before the student returns to school. Anticipated name changes will need to be documented via the high school office. The student's teachers will be notified individually to assure safety precautions in the classroom.

## Attendance

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### ABSENCE FROM SCHOOL

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school. All calls and inquiries regarding a student's absence will be directed to the high school **attendance office (816)633-8367**. Students who check out during the school day for reasons classified as an absence will be required to check out in the Attendance office for the purpose of recording their absence. We ask that all students who have been absent from school have a parent/guardian call or the student must bring a note signed by the parent/guardian with the student's first and last name, date(s) of absence and reason for their absence to the Attendance office upon their return to school. If an absence is due to a doctor/dentist appointment, a note from the doctor/dentist should be given to the Attendance office. Students who are absent the previous day must be in line outside the Attendance office to record the reason for their absence before the 7:45 am bell or they will receive a tardy to their first-hour class. Students who habitually fail to report the reason for their absence to the Attendance office will be subject to disciplinary action. Students' must maintain 90% attendance to be eligible to attend school-sponsored dances, including prom.

1. Pre-Arranged Absences – Students who know they will be absent from school for more than one full day, (i.e. vacation, college visit, hospitalization), should obtain an Advanced Notice of Absence form from the Attendance office, have signed by a parent/guardian, have teachers list student's assignments and return to the Attendance office. The office will make a copy for the student and the original will serve as the student's note concerning the absence.
2. College Visits/Career Day/ASVAB Testing – Juniors and seniors will be allowed **verified** (up to 3) college visits following arrangements made with the Attendance office. Students participating in a Career Day with parents (usually held in April), ASVAB testing, or a college visit must pick up and fill out a form from the Attendance Office prior to attending the event. Failure to do this will result in a recorded absence.

*Parents are encouraged to arrange medical, dental, and other appointments for their children outside of school hours; that is, after 2:58 p.m. or school holidays.*

## **ATTENDANCE AND CREDIT**

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.

(For daily attendance records see **ABSENCE FROM SCHOOL**)

### **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 the parents, regardless of prior notification by phone or conference.

### **Six (6) Days Absence Reporting and Failure to Earn Credit**

When the student's absences reach six (6) days from any one (1) class, he/she could receive no credit for the semester. In accordance with Board policy and state law, if credit is denied, the student will be afforded an appropriate due process hearing. 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 the grade.

**Any 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 make 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 required by law, 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.

## **ATTENDANCE INCENTIVES**

- A student with perfect attendance the prior school year will be:
  - issued a parking permit free of charge (applicable to eligible drivers)
  - awarded a perfect attendance certificate
- A student with perfect attendance during a school semester will be issued a pass to OHS home activities for the following semester.

## **Homework Policy**

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Homework is an important part of a student's learning experience. It provides opportunities for students to practice skills and deepen their understanding. It also provides additional time for students to complete work, conduct follow-up studies, and develop good study habits.

### **Objectives**

In the Odessa School District, teachers assign homework to achieve the following objectives:

- Provide independent practice of learned concepts and /or skills.
- Assist students in developing good independent work/study habits.
- Promote student responsibility, time management, and self-discipline.
- Support our community's high expectations.

The following guidelines have been developed to assist each party who shares responsibility for a student's success:

**Student Responsibilities**

- Completes and returns assigned work on time.
- Assumes responsibilities for completing work when absent from school in a timely manner.
- Strives to complete work to the best of his/her ability.
- Takes advantage of study aids and before/after school programs available.

**Teacher Responsibilities**

- Provides meaningful tasks that support work introduced during class time.
- Acknowledges the activities and responsibilities of students outside of school and accepts that extenuating circumstances could arise that prevent students from completing work.
- Communicates with parents if concerns arise.
- Monitors homework assignments, provides feedback to students.

**Parent Responsibilities**

- Makes homework a top priority.
- Provides necessary supplies and a quiet homework environment.
- Sets a daily homework time.
- Monitors homework assignments and provides praise and support.
- Communicates with teachers if concerns arise.

**NOTE:** Student selection of courses implies some expected differences in workload, such as AP and honors classes.

**Absent Work**

- Students have (1) day for each day absent to make up work at 100% credit.

**Late Homework**

- Students will receive 60% credit on all work turned in after the due date, but only until the end of the unit in which it was assigned.
- No credit will be given for late homework turned in after the end of the unit in which it was assigned.

## Student Activities

A student's high school experience can be enriched through his/her participation in student activities. Odessa High School offers extensive opportunities to become involved as follows:

<b>ATHLETIC ACTIVITIES</b>			
<i>*Indicates both male &amp; female programs offered</i>			
Baseball	Cross Country *	Softball	Volleyball
Basketball *	Football	Tennis *	Wrestling
Cheerleading	Golf *	Track *	

<b>NON-ATHLETIC ACTIVITIES</b>		
<i>Additional information available in the OHS Activities Handbook</i>		
A+ Program	FBLA Future Business Leaders of America	NAHS National Art Honor Society
Academic Bowl	FCA Fellowship of Christian Athletes	NHS National Honor Society
Bands	FCCLA Family Career & Community Leaders of America	Newspaper (The Growler)
Brat Pack (Readers Club)	FEA Future Educators of America	Science Club
Choirs – Show Choir	FFA Future Farmers of America	Student Council
Color/Winter Guards	FLC Foreign Language Club	TSA Technology Student Assoc.
Dance Team	Green Team	Trapshooting Club
DECA Distributive Ed. Club of America	Mentor Program	Yearbook (OMOLA)
Drama Club	History Club	

### ACTIVITY PARTICIPATION

Students who choose to participate in extra-curricular activities and school-sponsored dances, including prom, must meet the **90% attendance policy**. In order to participate in any activity, a student must attend at least one half of his or her classes on the day of participation; or half day prior to the activity, if the event is a non-school day or Saturday event. Any student that has been suspended from school cannot attend or participate in any school function under suspension. OHS students who wish to bring a guest must complete a Guest Permission Form. Guests must be in good standing and no younger than freshman grade level or older than age 20. Once students leave a school dance or activity, they may not return.

### ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES, SPORTS AND CHEERLEADING (See Activities Handbook for specific policies)

Odessa R-VII High School adheres to the eligibility requirements as set forth by the MSHSAA. In part they are: *“Be a creditable citizen, have earned 3 units of credit the preceding semester; not completed more than four seasons, entered school within the first 11 days of the semester; meet the parental residence requirement and fulfill the specific requirements of the particular organization’s constitution.”*

### STUDENT COUNCIL

The purpose of OHS Student Council will be to promote the general welfare of the school; to facilitate a harmonious relationship between students and faculty; to improve the school environment by increasing school spirit and scholarship; and to give all students a voice through their representatives in the student council meetings.

Membership shall be composed of six representatives from each class grades 9 through 11 and eight representatives for grade 12. Representatives shall serve for the entire school year. Each member must meet the following requirements:

1. Have a good conduct record.
2. 90% attendance minimum (verified extended illness, hospitalization, or injuries are the only exceptions).
3. A minimum cumulative GPA of 2.5 for members and 3.0 for officers.

In addition, the following officers shall be elected to the Student Council: President, Vice President, Corresponding Secretary, Recording Secretary, Reporter and Treasurer. Members of the Student Council may serve as many terms as they are duly elected. Class presidents (grades 9-12) shall serve as student council members at large. The Principal and Assistant Principal shall be honorary members and shall select a faculty sponsor to work with the group.

Reference: Current Student Council Constitution & By-Laws.

## **Student Responsibilities**

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### **GENERAL EXPECTATIONS**

Students attending classes at Odessa R-VII are not charged for textbooks. Students are expected to provide materials as may be required by their teachers, such as pencils, pens, paper, spiral and three-ring binders for class notes, and special supplies for art, vocational technology, vocational agriculture, and family consumer science classes. Other expectations for the student include: (these are in no particular order)

1. Bring necessary materials.
2. Be an attentive participant.
3. Be respectful and courteous.
4. Take responsibility for school property.
5. Use appropriate classroom language and conversation.
6. Follow school dress guidelines.
7. Students attending field trips or school activities that require absence from class are responsible for turning in work or obtaining assignments prior to the absence.

When damage to school property occurs, all possible means will be made to identify the student(s) responsible and to deal with them accordingly. They will be responsible for paying for the damage. If textbooks given to the students by the school are damaged or lost, the student must cover the cost of a replacement. If a student handbook is lost, replacements must be purchased in the office.

### **CONSEQUENCES FOR NOT MEETING STUDENT EXPECTATIONS**

For failure to meet a general classroom building (classroom, hallways, and campus grounds) expectation(s), a student will be subject to the following consequences:

1. Verbal warning.
2. Parental contact.
3. Detention.
4. In-School-Suspension (ISS).
5. In-School-Suspension (ISS) or Out-of-School-Suspension (OSS)

Student infractions will be monitored and tracked on Behavioral Management Forms by staff members, who will in turn administer the consequences in the order of violation. **The classroom behavior management plan will be followed per semester.**

### **CAFETERIA**

Odessa High School offers both a breakfast and lunch program. Breakfast is served from 7:30am-7:45am. Odessa High School has a closed lunch period. Students are expected to remain in the cafeteria during lunchtime. Use of the handbook hallway passport is required to go elsewhere. Students are to return all utensils and trays to the designated area and dispose of all paper products. Students are offered the following lunch options:

1. Purchase a school lunch. This includes the choice of a Type A meal or ala carte items. Students are issued a lunch account number to enter as they go through the line. All deposits to lunch accounts MUST be made before 8:30 a.m. to be credited for that day. No charges will be allowed.
2. Bring a sack lunch from home.

Due to stipulations in our food service contract, **no outside food deliveries will be accepted with the exception of an occasional lunch delivery for an individual student and/or instances with administrative approval. Food items purchased in the lunchroom must stay in the cafeteria.**

### **ELECTRONIC DEVICES (EDs)**

**Cell phones, iPods, MP3 players, Cameras, Game Devices, etc.**

EDs may be carried by students during the school day, but must be carried in an off or silent mode and shall not be used to connect to district electronic equipment or network at any time. EDs may be used as follows:

1. **Academic Periods:** EDs shall not be used, viewed, or listened to during academic periods without the prior approval of administrators or staff. Any infraction of this policy will result in:  
**First Offense-** Detention  
**Second Offense-** 1 day ISS  
**Subsequent Offense-** Additional days ISS
2. **Non-Academic Periods:** EDs may be used, viewed or listened to, by students during non-academic periods including before/after school, passing periods, and lunch periods, but doing so shall be in violation of this policy if it results in a disruptive educational environment or school activity, impairs the morale or good conduct of other students, or is in violation of any other district policy, or local, state, or federal law.

The District is not responsible for lost or stolen EDs whether in student or district possession or any damage to the ED, its programs or contents.

### **HALL PASSES**

When it is necessary for a student to be in the hallway during class time, a student will be required to have the hallway passport in the student handbook filled out and signed by the appropriate teacher, administrator and/or office staff.

### **LOCKERS**

Lockers are assigned to students by the administration and may be used by students as long as this privilege is not abused and the following guidelines are followed:

1. Only two students are assigned to a locker. **DO NOT GIVE THE COMBINATION TO OTHER STUDENTS!**
2. Lockers are to remain neat. You are responsible for the upkeep of both the inside and outside of your locker.
3. Students may use their lockers during passing periods and not as an excuse for being late to class.
4. Locker doors should be closed appropriately not slammed. To ensure proper security, spin the knob on your combination lock.
5. Your locker may be inspected at any time without notification.
6. Students are not allowed to change lockers with another student without the permission of an administrator.
7. Protect your property since the school is not responsible for valuables or money taken without permission.

### **SCHOOL DRESS GUIDELINES**

Students are expected to dress in a manner that is neat, tidy, and appropriate. Certain dress guidelines are in place affording all students the opportunity to reach vital goals for youth in education.

The following dress guidelines have been adopted:

1. All students will wear appropriate shoes during the school day – no bare feet and/or slippers will be acceptable.
2. **Hats, bandannas, scarves, or hoods are not to be worn in the building. Hats are to be removed and kept in the student's locker upon entering the building.**
3. Clothing that distracts is disapproved – this includes the following:
  - Strapless, shoulder less, spaghetti-strap, halter top shirts
  - Garments that leave uncovered rib cage, abdomen, chest, or back
  - Garments where undergarments are exposed
  - Extremely low and/or short skirts or shorts (3-inch inseam minimum)
4. Clothing with designs, pictures or writing that refers to drugs, alcohol, sex or vulgarities are prohibited.
5. Clothing with messages or phrases with dual or hidden meanings are prohibited.
6. Chains and apparel with studs are prohibited.

Students whose clothing is deemed inappropriate and/or a distraction to the educational process by a professional staff member will be subject to disciplinary measures.



### **SIGNING IN / OUT**

Once a student has arrived on school grounds, he/she may not leave without checking out at the Attendance office. Parental/guardian permission is required for a student to leave school campus for any reason during school hours. Student sign-out will take place in the Attendance office. If a student returns to school during the same day, or arrives at school after first hour begins, they must first report to the Attendance office to sign in. Leaving without permission will result in disciplinary action. Students may not sign out to eat lunch.

### **STUDENT DEBTS – FEES, FINES, DUES**

1. Textbooks are provided free of charge. However, students are responsible for taking care of their textbooks and turning them in at the appropriate time. Students must pay for lost and/or damaged textbooks or equipment.
2. Library materials should be cared for and returned at the appropriate time. Students must pay for lost or damaged books and library fines.
3. Class dues will be voted on and established by the class at the beginning of each year. Failure to pay class dues will result in the student becoming an inactive member of the class and the student will not be allowed to participate in activities such as Homecoming, Court/Mat Warming, Prom, and Commencement.
4. Students in certain classes who wish to make projects for their own use will be expected to furnish materials for those projects. In addition, fees may be charged for some classes that have consumable projects; students will be notified of any fee in advance.

Students, including withdrawal students, ACE or drop students, will be notified of outstanding fees/fines. These must be paid before attending dances, prom, etc.

### **TARDY POLICY**

Students are expected to be in the classroom and ready to begin work when the tardy bell sounds. Students are considered tardy if arriving at their assigned location (including class and lunch) after the bell has sounded.

***A one-minute warning bell MAY sound as a courtesy, however students are expected to be in class by the time the bell sounds, regardless of whether a courtesy bell has sounded or not.***

- Students who arrive after 7:50 a.m. must report to the attendance office for an admit slip.
- Students who are five or more minutes late to hours two through eight will be sent to the office with a conduct referral slip for a conference with an administrator.
- A student who is tardy to class should take a seat quietly and at the convenience of the teacher, explain the lateness and ask the teacher to sign the Tardy Card in the planner.
- If a student is detained, in the office or by a teacher, the student must obtain a pass from the person who detained them. All tardies will be

considered unexcused unless the student has written verification from a staff member.

- Students having unexcused tardies will be assigned detentions according to the Tardy Card chart. Failure to attend detention for excessive tardies may result in In-School-Suspension or Out-of-School Suspension.

**Tardy Card Procedure** – included on Tardy Card pages.

### **TELEPHONE MESSAGES / DELIVERIES / VISITORS**

Classes will not be interrupted for delivery of phone messages or for student phone calls. If a student needs to be contacted, they will be notified and may pick up their message or make phone calls between classes. However, in the event of an emergency and it is necessary to speak to a student immediately, the parent/guardian should inform the office personnel. The delivery of flowers, balloons, and various other special gifts will be accepted at the office. Arrangements have been made with the local vendors on the process of delivery, student notification, and pick-up. **No outside food deliveries will be accepted with the exception of an occasional lunch delivery for an individual student and/or instances with administrative approval.**

All visitors to the building must sign in at the office and get a visitor pass. Students from other schools are not allowed to visit without prior approval from the office. These will be limited to special programs/activities.

## **Student Code of Conduct**

An essential ingredient in the operation of a school is a safe and orderly atmosphere that includes self-discipline. The basic philosophy of Odessa High School is that students are expected to conduct themselves in a responsible manner. The education of all students is extremely important and any behavior that interferes with learning reduces the effectiveness of both teacher and student. It is not the intent, nor is it possible to list all behavior guidelines to be followed. Students must be aware that there are consequences to inappropriate behavior and violating established rules. Common sense and cooperation are necessary for a satisfactory school experience.

### **DISCIPLINARY MEASURES**

#### **DETENTION**

Teachers or administrators can assign detentions for a variety of reasons. They are to be served on the day they are assigned in the designated room. Any student who reports to detention after 3:00 pm will be considered absent. If a student skips a detention, they will be assigned an additional detention. After missing the second detention, the student will serve one day of ISS. The privilege of riding the bus home from school will be suspended for the student on the afternoon that he/she is to serve the detention.

**IN SCHOOL SUSPENSION (ISS)**

The Odessa High School in-school suspension (ISS) program is a class for students who are having problems in adjusting to school rules and regulations. This in-school suspension program is an attempt to achieve the following:

1. Keep the student in school. No one benefits from a student not being in school. Days spent in ISS are not counted as absences.
2. Allow a student to progress in their schoolwork. The ISS teacher is there to help in whatever way possible so that the student has an opportunity to complete quality work.
3. The in-school suspension program is a positive factor in a negative situation.

**OUT OF SCHOOL SUSPENSION (OSS)**

Out-of-school suspensions are used in the event that a student's conduct in regard to following school rules and/or regulations has progressed or warrants a consequence that goes beyond the disciplinary actions of an ISS, or Detention.

The OSS days issued to the student will be fulfilled regardless of whether a suspension period spans semesters or school years. The student will not be re-admitted until the requirement has been fulfilled.

For those students whose suspension spans from spring to fall semester – all activities and summer school will not and shall not count toward suspension.

While on suspension or anytime during the school year in which the suspension is served, the student is not eligible to receive or must relinquish special honors, earned letters or held offices. A student while on suspension is not to participate in school activities. Students may make up major projects and tests, but no regular homework. A parental conference may be requested as a condition for the student to return to school.

**INFRACTIONS AND DISCIPLINARY PROCEDURES**

Students are accountable for an inappropriate action. Classroom teachers have a primary responsibility to address student misconduct and intervene with appropriate action to correct the problem. When a student's actions reach a point as to where a teacher is unable to correct the problem, then disciplinary procedures will be used by the administration.

**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.

## **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.

## **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.

## **AUTOMOBILE / VEHICLE MISUSE**

Non-courteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property. The high school parking lot will be considered "off limits" at all times during the school day. This action has been the result of careful deliberation and is felt to be in the best interests of the students. To go to the parking lot at any time during the day (except for students leaving for other educational programs) a student will be required to have specific permission and sign out in the office. All vehicles parked on school grounds are subject to search and seizure by school administration. Students must have a parking permit to park in the school parking lot during the school day. They are to obey the traffic signs, park properly and avoid causing undue inconvenience to anyone in using this parking facility. Students are to park in their designated area.

**First Offense:** Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

## **BULLYING** (see Board policy JFCF)

Bullying, 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.

#### **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.

#### **DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH**

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, in violation of district policy 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.

#### **DRUGS / ALCOHOL**

The Odessa R-VII School District shares in the responsibility of the health, welfare, and safety of its students. Therefore, the use, sale, transfer, possession or being under the influence of a controlled substance, illegal drug, drug paraphernalia, alcohol, mood and /or mind-altering chemicals and non/prescription drugs or any student who represents a substance as one of the above, are prohibited on or in school property, at school-sponsored activities or events, or in any vehicle while being used to transport students for the school district.

The school administration or teachers shall have the right to search the locker, books, or any other personal belongings of any student, under their supervision, suspected to be in violation of this policy as often as necessary, whether during school hours, at or away from the school buildings or at any school event, formal or informal, whether at the school or at some alternate location. In addition, drug dogs may be used to search lockers, backpacks, purses, and vehicles parked on school property.

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

**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 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 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.

The Drug and Alcohol Abuse Policy (which includes procedural policy) in its entirety can be found in the Board Policy Manual under the FILE: JFCH. In all cases involving drugs/alcohol, board policy will take precedence.

#### **\*Administrative Discretion**

In regard to out-of-school suspensions concerning the alcohol and drug policy penalties, the principal, superintendent and Board of Education has the option to administer a lesser or more severe consequence after taking into consideration and determining the seriousness of the offense and the number of past offenses of the student.

#### **EXTORTION**

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

**First Offense:** Principal/Student conference, 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.

#### **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 section of this regulation entitled, "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 1000 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.

### **FALSE ALARMS**

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.

### **FIGHTING**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**First Offense:** Principal/Student conference, 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.

### **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.

### **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.

### **INCENDIARY DEVICES**

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational 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.

### **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, 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.

### **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.

### **SEXUAL HARASSMENT** (see Board policy AC and regulation AC-R)

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. 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.

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

- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or



offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

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

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

### **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.

### **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. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP, administrative procedures or netiquette rules governing student use of district technology.

**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.

- c. 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 1-10 days out-of-school suspension.

## **THEFT**

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.

## **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.

## **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 2 days in-school suspension.

**Third and Subsequent Offenses:** 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 and Subsequent Offenses:** Confiscation of tobacco product. One (1) day out-of-school suspension.

- c. Smoking is not permitted within view of the school or at any school-sponsored activity.

## **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.

### 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.

### VANDALISM

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.

### 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, 930(g)(2) OR 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

**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.

\* Any offense, which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

Approved: February 15, 2000 - Odessa R-VII School District, Odessa, Missouri MSIP Refs: 6.6

## Student Transportation

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### BUS TRANSPORTATION (Apple Bus Company)

Bus service is provided by the school district for the students who live one mile or more from school. Students riding on Odessa buses can expect to arrive at school at 7:25 am giving them sufficient time to go to their lockers and report to class on time. If a bus arrives late, students are given excused passes to 1<sup>st</sup> hour. Students will be assigned a bus to ride to and from school. Any exceptions to this transportation regulation must be cleared through the

transportation office. It is expected that senior high students riding school buses will be aware of proper conduct to ensure safety for all persons. Students who do not observe the rules and /or who do not obey the driver are subject to disciplinary action. Cameras have been placed on all school buses to help ensure the security and safety of all bus riders.

**A. Prior to Loading**

1. Pupils must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
2. Bus riders should conduct themselves in a safe manner while waiting for the bus.
3. Bus riders should wait until the bus comes to a complete stop before attempting to board the bus. Riders should never stand in the roadway.
4. Pupils waiting for the bus on the opposite side of the road should not cross the road to board the bus until the bus comes to a complete stop and the bus driver motions to the students to cross the road.

**B. After Leaving the Bus**

1. After getting off the bus, students should cross the road, when necessary, at least 10 feet in front of the bus. Students should look to be sure that no traffic is approaching from either direction. Students should also wait for a signal from the bus driver before crossing. Students should never cross behind the bus.
2. Students should not run beside the bus or hang on to it in any way. CLEAR the bus path as soon as possible.

**C. While on the Bus**

1. The bus driver is in charge of pupils and the bus. Pupils must obey the driver promptly.
2. Unnecessary conversation with the driver is prohibited.
3. Classroom conduct is to be observed by the students while riding the bus.
4. Pupils should remain seated until the bus has fully stopped at its destination.
5. Pupils must not at any time extend arms or head out of the bus.
6. The use of tobacco, food or drink on the bus is prohibited. Animals and oversize objects, as well as glass containers are not permitted.
7. Keep aisles and step well clear at all times.
8. If a student willfully causes damage to a bus, the student will be asked to make restitution.
9. The bus driver will assign students a seat.

**EXPECTATIONS FOR STUDENT BUS RIDERS**

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 buses. 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. Blockage of the school bus aisle.
6. Out of assigned seat while the bus is loading or unloading other students or while the bus is in motion.
7. Students must be seated on bus with back touching the 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, authorized adult on the school bus or another student.
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 onto 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 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 by 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:** 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.

**PLEASE NOTE:** All Type I infractions and Type II infractions will accumulate for the entire year. Bus suspensions given to a student at the end of the school year may carry over to the following school year. Depending on the infractions, administrators may impose consequences more severe than those listed above. Frequent and consistent misbehavior on school buses may lead to more serious consequences. Bus suspensions will not start until an administrator has contacted a parent either by telephone or written notice with the following exception. An attempt will be made to contact parents in a timely manner, however, a student whose conduct may endanger the safety of him/her or others on the school bus will not be allowed back on a school bus until a conference with parents has been held. If contact with a parent cannot be made, safety will take precedence.

#### **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 that goes by a babysitter's house may make arrangements to be dropped off at the babysitter, but it **MUST** be daily.
4. The Apple 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. Buses 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 a 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 Apple Bus Company to resume transportation services.
6. Please provide Apple Bus Company with current telephone numbers to enable us to reach you or a child care provider.
7. Kindergarten and young students only: If your child is not to get off the bus unless someone is available to receive him/her, Apple Bus Company must have this information on file.
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 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.

### **STUDENT DRIVING AND PARKING REGULATIONS**

Students driving to school and wishing to park on school premises must register their motor vehicles in the office, park correctly, and abide by safe driving rules. Students are permitted to park on school premises as a matter of privilege, and student-parking privileges can be revoked and/or incur the cost of towing due to a violation.

Parking regulations on school premises are as follows:

1. The student must have and display a parking permit to park on a school parking lot during the school day.
2. Parking permits will be available on a first come, first served basis to students during registration for school. Permits will only be available for the number of student parking spaces on school premises.
3. Parking permits will cost \$20 to cover the cost of administering the parking permits. All vehicles for which the parking permit will be used must be registered at the time the parking permit is obtained. Permits are transferable between family vehicles only.
4. The first three rows of parking spaces (numbered spaces) in the north parking lot and the parking area directly to the east of the front drive are reserved for high school staff.
5. Improper driving habits, inappropriate parking, and/or persistent safety violations may result in loss of driving privileges and/or towing at the student's expense.
6. Students must park within the lines of designated spots.
7. The speed limit on school premises is five miles per hour.
8. During the school day, students are not permitted to go to parked vehicles or be in the parking lot without permission from an administrator.
9. Students are not to park in the drive behind the high school building or off asphalt and concrete parking areas on school premises.
10. Vehicles parked on school premises should be locked. The Odessa R-7 School District is not responsible for student vehicles or their contents while parked on school premises.
11. Vehicles parked on school premises may be searched.
12. Loitering in parking lots is not allowed.
13. Vehicles that have bumper stickers, objects or material deemed offensive by administration will not be allowed to park on school grounds.
14. Students wishing to obtain a parking permit must sign the student parking permit agreement before a parking permit will be assigned.

### **TRANSPORTATION TO EVENTS**

When school activities are away from home, **ALL** students are required to ride the bus, or other transportation furnished by the school, both to and from the activity. The only exception to this regulation is made when the supervising sponsor releases the student directly to his/her parents.

## Chaperone Policy

The Odessa R-VII School District recognizes the importance of employee and parental chaperones 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.

All Chaperones, 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 chaperone shall engage in any conduct which is or which could be perceived as, detrimental to the chaperone's function of ensuring the safety, security, and enjoyment of the students under the chaperone's care. A chaperone 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 chaperone.

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 bylaws by a chaperone to the proper law enforcement agency.

Approved: July 15, 1997 – Odessa R-VII School District, Odessa, MO

## Security

### **RELATIONSHIP WITH POLICE AUTHORITIES**

It shall be the policy of the Odessa R-VII School District to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens of the community. At the same time, individual schools within the district have the responsibility to parents/guardians for the welfare of the students while they are in the care of the schools. To carry out this responsibility, school officials will observe the following procedures:

1. A student in school may not be interrogated by any law enforcement authority without the knowledge of the school official and proper notification of parents/guardians.
2. Any interrogations must be done in private with an official school representative present.
3. A student may not be released into the custody of persons other than parents or legal guardians unless the student is placed under arrest by legal authorities.
4. If a student is removed from the school by legal authorities, school officials will notify the student's parents/guardians of this action as soon as possible.



5. An “SRO” (school resource officer) will be available to all buildings in the Odessa R-VII School District and he/she will follow all district policies.

### **SECURITY CAMERAS**

For the protection and safety of students, faculty and staff, Odessa High School uses security cameras in non-academic areas in and around the building. The viewing of any video from District or Bus security cameras, that includes the photographic image of a student, will be in accordance with the Family Educational Rights and Privacy Act (FERPA) and will not be considered “Directional Information.”

## **Weather and Warnings**

### **INCLEMENT WEATHER CONDITIONS**

The decision to call off school due to inclement weather conditions (heat and/or wintry) is made by the Superintendent. Parents and students need to listen to early morning broadcasts via television or radio for school delays or cancellations. Possible 2012-13 make-up dates: Dec. 22; March 20, 19; April 10; May 21, 22 (additional make-up days will be utilized at the end of year as needed).

### **TORNADO ALERT**

The signal of such approaching danger will be the **constant warble tone**. Each classroom has tornado warning procedures. Students will follow these procedures along with their teacher. Do not go outside. An all clear will be announced. Every tornado drill should be regarded as real.

### **FIRE WARNING**

The warning for fire in the building will be an **alternating high and low tone**. Each student will exit the building in a quiet and orderly fashion per the instructions posted in each classroom. The instructor should be the last one out. Every fire drill should be regarded as real.

### **BOMB THREAT**

A bomb threat is handled in the same manner as a fire warning.

## **Notice of Non-Discrimination**

The Odessa R-VII School District does not discriminate on the basis of race, color, religion, sex, national origin, age or handicap in admission or access to treatment of employment in its programs and activities. Specific complaints of alleged discrimination should be referred to the Superintendent's office, 701 South Third, Odessa, MO 64076. Phone (816) 633-5316. 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 and 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

The Odessa R-VII School District prohibits sexual harassment. Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual harassment is any unwanted attention of a sexual nature. Incidents of sexual harassment should first be reported to the building administrators.

## The No Child Left Behind Act of 2001

### **The No Child Left Behind Act of 2001**

(Public Law 107-110)

Upon your (parent/guardian) request, our district is required by law to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not qualified.

## Asbestos Statement

Asbestos is an issue schools across the country have been dealing with for a number of years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems that schools may have with asbestos. We are intent on complying with all federal, state and local regulations. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the USSR. Asbestos properties make it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. The EPA began action to limit use of asbestos products in 1973, after it was determined that breathing asbestos fibers could be hazardous to your health. Most uses of asbestos products for building materials were banned beginning in 1978. It is important that asbestos- containing building materials be disturbed as little as possible to limit the potential release of asbestos fibers.

We have had our facilities inspected by Ramsey-Shilling Consulting Group, Inc. who are certified asbestos inspectors as required by the AHERA law. The inspectors located, sampled and rated the condition and potential hazard of all building materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were then incorporated into a management plan by the consultant. The management plan contains among other things: this notification letter, the location of all asbestos-containing building materials within each school building, education and training requirements for employees, a set of plans and procedures designed to minimize the disturbance of asbestos-containing materials and plans for regular surveillance of the asbestos-containing materials. A copy of this asbestos management plan is available for your inspection at our Administrative Offices during regular office hours. Mr. Peter Rorvig, Assistant Superintendent of Schools, is our asbestos program manager and all inquiries regarding the plan should be directed to him.

## READING LOG

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