

ODESSA MIDDLE SCHOOL
Student Handbook 2014-15
CLASS BEGINS AT 7:55 AM

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Principal

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Odessa R-VII School District Mission Statement

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

DAILY SCHEDULE

7:00 - 7:50	(Breakfast is served in cafeteria 7:30-7:50)	Building Open
7:55		Students Must Be in Classrooms
2:45		School Dismissed
3:00-4:00		After School Detention/Tutoring

NAME _____

CLASS SCHEDULE

Block	
1	
2	
3	
4	
5	
6	
7	
8	
9	

Dear Students and Parents:

Welcome to Odessa Middle School for the 2014-15 school year. For our incoming sixth grade students, I say, "Welcome to Middle School!!!!" For our returning students, I say, "Welcome back and get ready for a great year!"

This year all students and teachers will continue to focus on personal goal setting and high achievement. Here are goals that we emphasize each year.

- Come to school ready to learn in a safe environment—be a learner and make new friends.
- Make positive contributions every day—share new ideas and participate in rich class discussions.
- Be responsible for your own learning—write the goals you are going to accomplish and how you are going to reach them.
- Believe that you can do it—and then you will.

Our sixth grade students will learn how to set individual goals this year and will be bringing those home to share with parents. We will continue the practice for our returning students. We also invite you to let us know how we may help your child to have a successful year. Let us know if your child has out-of-school accomplishments that we may join with you in celebrating.

If we work together in a positive way, we can ensure a successful year with the highest levels of achievement we can possibly reach!

Sincerely,



Sherry Billings, OMS Principal

The Odessa R-VII School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, age, sex, national origin, marital or veteran status, or the presence of a non-job related medical condition or disability. Any person having inquiries concerning Odessa R-VII School District compliance with the regulations implementing Title VI, Title IX and Section 504 is directed to contact the following persons who have been designated to coordinate efforts to comply with these regulations:

Title VI & Title IX:

Peter Rorvig
Assistant Superintendent
701 South Third Street
Odessa, MO 64076
816-633-5316

Section 504:

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

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ACADEMICS

Honor Roll

1. A Honor Roll—Students earning a 10-point GPA on an 11-point scale
2. B Honor Roll—Students earning a 9-point GPA on an 11-point scale.

A grade of F disqualifies a student from the Honor Roll.

Promotion and Retention

1. Students must display academic readiness to be promoted to the next grade. The building measures academic readiness through objective standards, which have been locally created using statewide Grade Level Expectations and Course Level Expectations.
2. The following criteria will be used by the building administrator to determine if a student must be retained
 - a. Student fails to earn 4 credits in a year.
 - b. Student fails to pass 3 one-credit courses and a numerical majority of the student's partial credit courses.

Grade System

94-100	A	73-76	C
90-93	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59-Below	F

Power of "I"

1. If a student fails to complete course work proficiently, s/he will receive an "I" (Incomplete) for the course.
2. Homework, Daily Work, and Tests are not an "I" worthy assignment. This type of assignment will be graded as a zero until it is turned in as late work.
3. All completed late work will receive a grade no higher than a 75%. This includes homework, daily work, projects and corrected tests.
4. Late work will not be accepted following the conclusion of a Quarter. Teacher discretion can be used on particular assignments near the end of a quarter.
5. Work recorded as "I" in the grade book will be recorded as a ZERO at the end of a semester for core classes. For quarter classes, "I" grades will be recorded as a ZERO at the end of a quarter.
6. Multiple "I" grades during any grade reporting period will impact a student's eligibility for athletics and other school sponsored activities.

Academic Support

A 3-part plan has been created to provide additional support for students beyond the regular classroom setting.

1. **Academic Focus**—Students will be assigned an Academic Focus teacher. During this time, teachers will create lessons and activities to support students academically in the core classes. Instruction will be built upon grade level expectations and state assessments.
2. **PASS**—Students will be assigned to PASS per individual need. This portion of the schedule coincides with the Academic Focus schedule and has been created to support students with knowledge gaps. During a PASS session, students will receive small group and individual instruction in the core content.
3. **Advisory**—Odessa Middle School has created an Advisory program to support students' social and academic development. Students are assigned to an Advisory teacher upon entering the Middle School and they will remain with this advisory group for the duration of their time in the building.

SCHEDULE OVERVIEW

Academic Focus = Four days a week.

(Monday/Tuesday/Wednesday/ Thursday)

P.A.S.S—Three days a week. (Monday/Tuesday/Wednesday)

Advisory = One day a week. (Friday)

Teachers at Odessa Middle School have also created after school programs to support students within the classroom. These are entirely teacher-led activities.

1. **EXCEL**—This is a referral-based program created to aide students with individual tutoring and attendance recovery. Teachers identify students that would benefit from additional classroom support. Parents are then contacted. This group meets Monday thru Thursday.
2. **Study Centers**—Grade level study centers are created by teachers to support students in the core classes. The schedule is coordinated through the classroom teachers.

ACTIVITIES

Student Teams

Cross Country-Fall
Football-Fall
Volleyball-Fall
Boys and Girls Basketball -Winter
Wrestling-Winter
Boys and Girls Track-Spring
MS Color Guard
Intramurals

Student Activities

Band-Year Long Activity
Field Trips and End of School Activity Day
Honor Choir-Year Long Activity
Lollapalooza-Reading Challenge
Student-Led Assemblies
Talent Show-End of the Year

Eligibility Requirements—To participate in school activities, field trips, etc., students must meet the following.

1. Complete core and exploratory classes with no more than 1 failing grade.
2. Maintain 90% attendance.
3. Complete 15 practices prior to participation (sports or if applicable).
4. Attend half of the school day on competition or activity days.
5. Attend half of the school day prior to weekend competitions or activities.
6. School suspensions will disqualify students from participating in activities.

Student Groups
Bulldog Ambassadors
Key Club
EXCEL
Fellowship of Christian Athletes
Honor Choir
National Honor Society
Peer Mediators
Spotlight
Student Council
Yearbook Club

Eligibility Requirements

1. Student Council Members are to maintain a "B" average to participate.
2. Additional elected officers in other student clubs are to maintain a "C" average to participate

Transportation to Events

1. All students are expected to use school transportation for school events.
2. Students may be released to parent/guardian by the school supervisor.

School Dances and Parties

1. Only Odessa Middle School students may attend school sponsored parties and dances.
2. Once a child leaves a school sponsored activity or dance s/he may not return.

SCHOOL ATTENDANCE

School Hours

1. Students may be present on school grounds after 7:00 AM in supervised areas (gymnasium, classroom teacher, cafeteria) They will remain in these areas until 7:50 AM.
2. Students not participating in school activities must leave school grounds by 3:00 PM.

Visitor Attendance

1. Parents are welcome to observe student presentations and are invited to attend all assembly programs.
2. Visitors must first report to the office when entering the building.
3. All parents and visitors must obtain a visitor's badge before proceeding through the hallways.
4. Please refer to the "OMS Classroom Observation and Teacher Meeting Procedures" for guidelines when visiting classrooms. This document is available on the OMS web site or paper copies are available in the office.
5. Student visitors are not permitted

Tardy Policy

1. Students arriving to school after 7:55 AM are considered tardy and must obtain an admit slip from the office to present to his/her teacher
2. Students with more than 4 tardies may be assigned after school detentions.

Absences

The following procedures encompass the Odessa Middle School absence policy:

1. If parents fail to contact the school by 11:00 AM then the school will call the parents to confirm absences.
2. **3 Days of Absences**—Students that miss 1 class for 3 or more class periods per semester will receive an attendance notification from the school.
3. **6 Days of Absences**—Students that miss 1 class for more than 6 days per semester will not earn the class credit.
 - a. Students may be asked to enter into an attendance contract for attendance recovery outside of the regular school day.
 - b. Students may schedule a due process hearing to evaluate absences contributing to the 6 day rule. The appeal must be written and sent to the superintendent of schools. The board of education will evaluate the situation and make a final judgment to reinstate the student's credit.
4. **Excusable Absences**—Doctors' notes and/or parent phone calls are required for verification:
 - a. Student sickness
 - b. Sickness in the immediate family
 - c. Death in the immediate family
 - d. School-sponsored field trips
5. **Pre-arranged Absences**—Students with pre-arranged absences are expected to complete make-up work prior to leaving for the absence.
6. **Truancy**—According to state statutes, parents that allow the truancy of a student are committing a misdemeanor crime and may receive up to 15 days in jail and a \$300 fine.

Transfer Policy

1. Any student transferring from this school must obtain a student checkout form from the office. This form must be

signed by each of the student's teachers stating that all books have been returned, fines paid, etc.

2. After the form has been completed and turned in to the office, a copy of the form will be given to the student to take to the school to which he/she is transferring.

EMERGENCY PROCEDURES

Fire Evacuation Drill

1. A *series of short blasts* will signal the fire alarm.
2. Students will follow the classroom teacher in a single file line to the high school football stands.
3. Students will sit with their classes within each grade level.

Tornado Drill

1. A *long continuous blast* will signal the tornado alarm.
2. Students will follow teachers in a single file line to the designated safe area and will remain in the covered position until an announcement is made.

Earthquake Drill

1. Students will take cover under desks and turn away from windows.
2. Students will remain in this position until an announcement is made.

Inclement Weather/School Cancellation

1. When school cannot be held due to inclement weather, parents may receive notification in several ways.
 - a. WDAF and KCMO radio and television stations starting at 6:00 AM
 - b. District Wide Cell Phone Text alerts.

PROPERTY

School Property

1. Textbooks
2. Computers
3. Miscellaneous school supplies

Students are expected to care for and maintain all school supplies distributed by the school. Any lost or damaged items will be paid for by the student to whom it was assigned.

Student Lockers

1. Each student will be assigned a locker at the beginning of the school year and should only use the locker assigned to him/her.
2. Any damage done to the locker during the course of the year is the responsibility of the student to whom the locker is assigned.
3. The school administration or teachers shall have the right to conduct searches, which are reasonable in scope,

of persons reasonably suspected to be in violation of policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Objects or substances found in a student locker will be considered to be in possession of the student who uses the locker.

Student Property

1. The school is not responsible for any student property when it is brought to school.
2. Lost and Found—The school will maintain a lost and found collection near the Attendance Office. Students with lost items should first check the lost and found bins.

STUDENT SERVICES

Guidance and Social Worker Services

1. The school guidance counselor's responsibility is to help students excel in a variety of areas:
 - a. Career/Vocational Programs
 - b. Standardized Testing
 - c. Social and Emotional Development
 - d. Student Schedules.
2. Schedule changes are accepted based on the following:
 - a. Obtain a schedule request form from the counselor to be completed and signed by a parent or guardian
 - b. Only those presenting reasons that are educationally sound will be granted this privilege and only with parental permission
 - c. Schedules are not to be changed after five class meetings
 - d. Yearlong electives may only be changed at semester.
3. The Odessa Middle School has a Social Worker in place to aid students in the following areas.
 - a. Attendance and Academics.
 - b. Social and Emotional Development.
 - c. Coordinate Outside Social Services (Juvenile System, Division of Family Services)

Health

1. Odessa Middle School Health Room staff works with the district nurse to administer basic first aid and to prevent the spread of communicable diseases.
2. The following criteria will be used to exclude students from class for health reasons.
 - a. A fever that is higher than normal body temperature. (98.6)
 - b. Vomiting or diarrhea confirmed by an adult.
 - c. Questionable skin conditions.
 - d. Head lice.
 - e. Suspected conjunctivitis—pink eye.
 - f. Current and updated immunization records.

3. Administering Medication

- a. **Prescription Drugs**—Students must have a complete "Parent Authorization" form before they may take prescription drugs at school. This medication must be delivered to the health room by a parent or legal guardian over the age of 18.
- b. **Over the Counter Medication**—Students must have a complete "Parent Authorization" form before they may take over-the-counter drugs at school. Parents will be notified when these drugs are administered. Over-the-counter medications must be sealed and in the original packaging when delivered to school.
- c. **Scheduled Medication**—Medication classified as schedule "2, 3, 4, 5" must be administered through the health room.

Library

1. The library is to be used for research and student enjoyment. Students will have access to the Internet, periodicals, fiction books, non-fiction books and audio/visual resources. Students are expected to treat the library and its materials respectfully, returning materials in good condition and on time.
2. Usage agreements
 - a. Books—2 week check-out with renewal
 - b. Magazines—1 hour check period
 - c. Vertical File—3 day checkout period with renewal
3. Fees/Fines
 - a. Overdue Books—5 cents per day
 - b. Lost or Damaged book—Replacement value of the book.
 - c. Overdue Periodical—5 cents per hour
 - d. Lost or damaged periodical—Face value of the periodical

Cafeteria

1. Odessa Middle School coordinates student lunches with OPAA. The school will provide breakfast and lunch options for all students.
 - a. Breakfast—7:25 AM to 7:45 AM
 - b. Lunch—A student will be scheduled a 23 minute lunch block with his or her classroom teacher
2. Food Options
 - a. Type A—Students choose 1 option from the predetermined lunch menu
 - b. A la Carte—Students may choose from additional meal options not on the lunch menu
 - c. Peanut Butter—Students are provided a peanut butter sandwich if they lack lunch funds.
 - d. Charges to lunch accounts will not be allowed. All meals must be prepaid.
3. Students are asked to prepay for lunches in the Cafeteria prior to the 7:50 AM bell.

Phone Usage

1. The office telephone is in such demand that it is necessary to deliver messages instead of calling pupils to the telephone during school hours.
2. However, every message delivered to a student interrupts the learning process. Please limit calls/messages to emergencies or unavoidable changes in after-school arrangements.
3. *Please make after-school arrangements with your child before arrival at school.*
4. The office telephone is only for emergency use.

STUDENT DISCIPLINE

A COMPREHENSIVE DESCRIPTION OF STUDENT DISCIPLINE EXPECTATIONS MAY BE FOUND ON THE ODESSA R-VII WEB SITE UNDER SCHOOL BOARD POLICY FILE J6-R: STUDENT DISCIPLINE. A PAPER COPY OF THE POLICY IS AVAILABLE IN THE OMS OFFICE FOR THOSE WITHOUT INTERNET ACCESS. STUDENTS ARE RESPONSIBLE FOR COMPLYING WITH ALL SCHOOL BOARD POLICIES AND EXPECTATIONS.

School Conduct -

1. Student conduct reflects student behaviors that occur on school grounds or during school sponsored activities that violate behavior expectations. These types of behaviors are categorized (Category I and II) based upon the significance of the behavior and the expected consequence or disciplinary action.
2. **Reporting to law enforcement-** THE COMPLETE POLICY REGARDING REPORTS TO LAW ENFORCEMENT IS FOUND UNDER SCHOOL BOARD POLICY FILE J6F-C: DISCIPLINE AND REPORTING RECORDS. A PAPER COPY IS AVAILABLE FOR PARENTS IN THE OFFICE. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:
 - First or second-degree murder under §§ 565.020, .021, RSMo.
 - Voluntary or involuntary manslaughter under § 565.024, RSMo.
 - Kidnapping under § 565.110, RSMo.
 - First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
 - Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
 - Forcible rape or sodomy under §§ 566.030, .060, RSMo.
 - Burglary in the first or second degree under §§ 569.160, .170, RSMo.
 - Robbery in the first degree under § 569.020, RSMo.
 - Possession of a weapon under chapter 571, RSMo.
 - Distribution of drugs under §§ 195.211, .212, RSMo.
 - Arson in the first degree under § 569.040, RSMo.

- Felonious restraint under § 565.120, RSMo.
- Property damage in the first degree under § 569.100, RSMo.
- Child molestation in the first degree pursuant to § 566.067, RSMo.
- Sexual misconduct involving a child pursuant to § 566.083, RSMo.
- Sexual abuse pursuant to § 566.100, RSMo.

3. The following is a list of targeted behaviors and consequences. It should be understood that this is an incomplete list to be used by the administration to handle student discipline consistently. In addition, this list explains the typical application of student disciplinary action. Unique situations will arise and the school district administration is granted leverage in accordance to the law. The overall goal is to develop student accountability and responsibility.

Type I Behaviors	Type II Behaviors
<ol style="list-style-type: none"> 1. Disrespectful or Disruptive Conduct or Speech 2. Vandalism 3. Dishonesty—verbal or written 4. Fighting 5. Hazing 6. Extortion/Bullying* 7. Tobacco 8. Truancy 9. Unauthorized Entry - School Property 10. Theft 11. Verbal and Physical Threats* 12. Public Display of Affection 13. Category I behaviors can become Category II behaviors if they are deemed excessive or extreme behaviors. 	<ol style="list-style-type: none"> 1. Assault—physical 2. Drug-Possession, sale, purchase, distribution or Usage 3. Weapons 4. Sexual Harrassment* 5. Threats—Bomb Threats, Fire Alarms 6. Arson 7. Alcohol-Possession, sale, purchase, distribution or Usage
Type I Consequences	Type II Consequences
<p>First Offense—Student Conference, In-School Suspension, 1-10 Days Out-of-school Suspension</p> <p>Subsequent Offenses—In-School Suspension, 1-180 Days Out-of-School Suspension.</p> <p>Restitution—Students Are Responsible For Any Damages.</p>	<p>First Offense—Student Conference, In-School Suspension, 1-180 Days Out-of-School Suspension Or Expulsion</p> <p>Subsequent Offenses—1-180 Days Out-of-School Suspension or Expulsion.</p> <p>Restitution—Students Are Responsible For Any Damages.</p>

*These behaviors also include electronic or cyberspace communication that has an impact on the school environment or occurs during the school day.

Cell Phone and Personal Electronics

Cell Phones

1. Cell phones are not to be used during school hours.
2. They must be left in lockers and turned off between **7:25 AM and 2:45 PM.**
3. The school will not assume responsibility for any cell phone brought to school.

Personal Electronics (I PODS, E-Readers, tablets, etc.)

1. These devices should be left in student lockers, unless use has been otherwise authorized by administration or classroom teacher.
2. Unauthorized usage will result in consequences.
3. The school will not assume responsibility for any personal electronic device brought to school.

Lasers

1. Lasers are not permitted in the building.
2. Lasers will not be returned to the student.

NOTE: Failure to serve an assigned detention will result in ISS.

1st Offense: Device is confiscated and returned to the student at the end of the day. Students will serve an after-school detention.

2nd Offense: Device is confiscated and a parent/guardian must pick the device up from the office. Students will serve one day ISS.

3rd and Subsequent Offenses: Device is confiscated and a parent/guardian must pick the device up from the office. Student will be assigned multiple days of ISS or OSS. Refusal to relinquish device upon the initial request of a staff member will result in one or more days of ISS or OSS.

Technology Usage and Conduct

The Odessa Middle School recognizes the need to establish disciplinary guidelines for use of district network and other technologies. The following disciplinary guidelines are published as users' information, and may be modified at the discretion of district administrators after review of all of the circumstances on a case-by-case basis.

Category	Example	Action
Type I	<ol style="list-style-type: none"> 1. Playing Games 2. Checking Email or Blog 3. Using media files. 	Loss of computer privilege.
Type II	<ol style="list-style-type: none"> 1. Downloading games, music, video or other files. 2. Vandalism: computer, mouse, keyboard, monitor. 3. Unplugging cords 4. Changing settings 	<p>1st offense—Student Conference, In-School Suspension, 1-10 Days Out-of-school Suspension</p> <p>Subsequent Offenses—In-School Suspension, 1-180 Days Out-of-School Suspension.</p>

Category	Example	Action
	5. Accessing inappropriate websites 6. Transmitting inappropriate material	Restitution —students will pay for damage to equipment
Type III	1. Possession or use of software used to disable computers or network. (Hacking) 2. Using a false login profile.	1st offense —In school suspension, 1-180 Days Out-of-School Suspension or Expulsion.

Dress Code

All students should maintain a neat and clean appearance. Extremes in wearing apparel or personal appearance that disrupt the classroom and/or interfere with the intended function of the school will not be considered acceptable school dress/appearance.

Inappropriate Dress	Consequences
1. Revealing Dress—short shorts* and skirts, tank tops, spandex pants, low-cut tops, bare midribs, excessive holes. 2. Obscene or suggestive messages or symbols—drugs, alcohol, tobacco, double meanings. 3. Hair—Extreme Colors or styling, Mohawks** 4. Caps and Hats—Restricted between 7 AM-4 PM 5. Sagging pants (including chains) and excessive jewelry (including lip and nose rings)	1st Offense —Parents will be contacted and student will be required to change clothes or hair style. Subsequent Offense —Parents will be contacted and student will be required to change clothes. In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. Note: Limited Exceptions are made to the dress code during special events through the approval of the administration. In these cases (such as Spirit Week, etc.), students are to defer to the guidance of the building staff.

*As a guide when wearing shorts, the inside seam length should be 5 inches or longer.

**Extreme Hair Colors are defined as those that are not natural hair colors such as pink, purple, blue, etc.

Food, Candy and Gum

- Food, candy and gum may not be eaten in the school unless authorized by the faculty and staff.
- Students must comply with current supervising teacher when asked to dispose of food, gum or candy.

Trespassing During Out-of-School Suspension

Any student in violation of offenses listed in § 160.261, RSMo, or any serious violation of policy JGF, are prohibited to come within 1000 ft. of school property. These are the only exceptions:

- The student is being directly supervised by a legal parent or guardian has the permission of the district administration team.
- The student is under the direct supervision of another adult designated by the custodial parent or guardian. Prior notification must be made in writing to the building principal before a visit may occur.
- The student attends an alternative program within 1000 feet of the school.
- The student resides within 1000 ft of the school.

Bus Conduct

The district will abide by all state rules and regulations regarding bus transportation. In addition, rules that will be enforced include:

- A student may only ride the bus to which he or she has been assigned. This includes trips to babysitters, spending the night with another student, boy scouts, girl scouts, 4-H meetings, music lessons, etc. **Administrators will decide if an emergency exists to the extent that a student will be allowed to ride a different bus.**
- Students who ride a bus that goes by a babysitter's house may make arrangements to be dropped off at the baby sitter's home daily.
- The bus company also has a policy that indicates that the bus company will not go farther on the road than the last child's house that is to be picked up. If driveways are not suitable to turn the bus around, the child must catch the bus at the location where the bus can turn around.
- Busses will be required to come to a complete stop at their pick up points, and do their utmost to be within 5 minutes of their regular pick up time. There will be no additional designated stops. If your child has not boarded the bus three days in a row, you will need to contact Randy Small Transportation to resume transportation services.
- Cameras have been placed on all school busses to help ensure the security and safety of all bus riders.**
- Upon receiving 10 days of bus suspension, a student will be recommended for a permanent bus suspension. Appeals can be made following due process procedures.

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 school busses. A list of infractions and consequences follows:

Bus Conduct

Type I Behaviors	Type II Behaviors
<ol style="list-style-type: none"> Horseplay including pushing and shoving. Excessive talking or noise from individual students or between students or groups of students. Opened beverage cans and/or eating food or candy on a school bus. Failure to sit in an assigned seat. Blocking the school bus aisle. Out of assigned seat while bus is loading or unloading other students or while bus is in motion. Students must be seated on bus with back touching seat backs. Turning around, sitting perpendicular to the seat, or sitting with feet or knees in the seat will not be allowed. Throwing objects and/or littering. Disrespectful action or language toward the bus driver, authorized adult on the school bus, or another student. Obscene language, innuendo, or gestures. Any behavior deemed to be a Type I Infraction. 	<ol style="list-style-type: none"> Throwing objects out of a moving school bus and/or hitting driver with object. Bullying or harassment. Vandalizing or tampering with equipment. (Restitution must be made before the student will be allowed back onto the school bus.) Failure to obey a request of a bus driver or other authorized adult on the school bus. Fighting or assault. Use, possession, distribution or sale of tobacco products or of an item represented to be tobacco or a tobacco product. Possession, sale, distribution, use or under the influence of a controlled substance or of an item represented to be a controlled substance. Possession of a weapon or fireworks. Any other student behavior deemed to be a Type II Infraction by the District Administration.
Type I Consequence	Type II Consequence
<p>1st Offense: Warning, conference with student, and contact with parent either by telephone or written notice.</p> <p>2nd and More Offenses: 1-3 day (s) bus suspension, conference with parent either by telephone or written notice.</p>	<p>1st Offense: Five-Day Bus Suspension, conference with student, and contact parent either by telephone or written notice.</p> <p>2nd Offense: Five-Day Bus Suspension, conference with student, and contact with parent either by telephone or written notice.</p> <p>3rd Offense: Recommendation of Bus Suspension for balance of semester/school year.</p>

NOTE:

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 or himself/herself or others on the school bus will not be

allowed back on a school bus until a conference with parents has been held. If contact with a parent cannot be made, safety will take precedence.

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

Relations with Legal 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.

- 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.
- Any interrogation must be done in private with an official school representative present.
- 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.
- If a student is removed from the school by legal authorities, the student's parents/guardians should be notified of this action by school officials as soon as possible.

Leaving School Grounds During School Hours

Students are not to leave the building or school grounds for any reason without first receiving permission from the office and signing out. Students, please use the window in front of the office to help minimize movement in and out of the office.

Selling Merchandise on School Grounds

Selling of candy, gum, school supplies, etc. from the lockers or in the hallways is prohibited. No items of any kind are to be sold **during school hours**.

STUDENT RIGHTS

BIST (Behavior Intervention Support Team)

Odessa Middle School has adopted a student management program known as BIST. The purpose of this behavior management system is to help students manage their behavior in a way that does not interfere with their own learning and/or the learning of others. The following steps may be taken to help students become accountable for their actions when he/she does not follow classroom rules.

- Safe Spot:** The safe spot is a designated area in the student's regular classroom. It is intended to provide a space where the student can begin "taking responsibility:"

for his/her behavior (completes an "accountability sheet" while continuing their academic course work).

2. Buddy Room: The buddy room is simply a space in a classroom other than the student's scheduled classroom where he/she completes an "accountability sheet" and continues his/her academic work.
3. Recovery Room: the recovery room is an alternate space for students who are experiencing difficulty with their behavior. In the recovery room:
4. Students will be given time to think through the situation.
5. Students will begin taking responsibility for their actions.
6. Students will develop a behavior plan with teacher assistance.
7. A certified teacher will facilitate individualized instruction.
8. Team Focus: A student can be assigned to an alternate classroom for the purpose of completing assigned work when experiencing difficulty with behavior. This might be for a specified period of time or until work is completed.

Directory Information

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 school district designates the following items as directory information:

1. Students in kindergarten through eighth grade— student's name; parent's name; date and place of birth; bus assignment; enrollment status (e.g., full-time or part-time); participation In-School-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Parental Custody

It is very important that current custodial information is provided to the school each year. This information should include the following:

1. Which parent has responsibility and physical custody of the child(ren) in a divorce situation?
2. If there is a court order granting rights to one parent over another, is a copy of this information on file in the student's permanent record.
3. Providing this information to the school can eliminate potential problems and also provide emergency information.

School Resource Officer

A SRO (school resource officer) will be available to all buildings in the Odessa R-7 School District and he/she will follow all district policies.

Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion (policy JFA). *No discipline code can be expected to list every offense that will result in the imposition of a specific penalty. Nor can a discipline code anticipate all the conditions, attitudes, and circumstances involved in individual disciplinary infractions. Consequently, the above list of violations and disciplinary problems not corrected at lower levels may require unlisted responses from the administration. Multiple infractions will be cumulative and may lead to more serious consequences.*

Viewing Tapes

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 Directory Information.

NOTE: The reader is encouraged to review administrative procedures and/or forms for related information in support of the policies guiding the material in this handbook.

ODESSA R-VII SCHOOL DISTRICT

701 SOUTH THIRD STREET, ODESSA, MISSOURI 64076

Telephone: (816) 633-5316

Facsimile: (816) 633-8582

Robert C. Brinkley, Superintendent of Schools
Sandy Smith, Director of Special Education

Peter G. Rorvig, Assistant Superintendent
Abby Volmer, Director of Curriculum

August 1, 2014

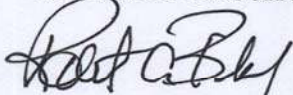
Dear Parents of Odessa R-VII Students:

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 Administration Offices during regular office hours. Mr. Peter G. Rorvig, Assistant Superintendent of Schools, is our asbestos program manager and all inquiries regarding the plan should be directed to him.

Sincerely,

ODESSA R-VII SCHOOL DISTRICT



Robert C. Brinkley, Ed.S.
Superintendent of Schools

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READING LOG

Student Name _____

To qualify for Lollapalooza:

read 2,500 pages and log in by the end of March (electronic books are to be counted by number of pages in shelf books)

see student handbook for 90% attendance and grade rules

[illegible]

How to login to a computer

1. Turn on the computer.
2. In the username box you need to enter the following:
.firstnamelastname.graduationyear.student.oms
Example:
.billysmith.2018.student.oms
3. In the password box you need to enter your lunch number.
4. Click OK on the next screen and you are free to move about the computer.

My computer login is: _____

How to Log Off a computer

1. Click Start.
2. Click Shutdown.
3. On the pull down menu select Log off Student and click OK.

How to save to your H Drive

1. In Word, PowerPoint or Excel, click the Office Button located in the upper left hand corner. In Publisher click File. Then click Save.
2. At the top of the window where you see the words Save In, click the pull down menu and click on your name (this is your h drive).
3. At the bottom of the window where you see the words File Name, you will name your file and then click Save.
4. Remember when working on a computer to save every 10 – 15 minutes by clicking the picture of the floppy disk or by going back to Office Button (File) , Save.

Important Websites

Moodle - <http://classes.odessamoodle.org/>

To login – go to the upper right corner, click login and enter the login provided by your teacher.

My Moodle login is: _____

Write your password(s) down in a secure location and don't share it with your friends.