

# Odessa Upper Elementary Grades 3, 4 & 5



Student/Parent Handbook

2014-2015

Odessa R-7

Elementary Schools

Mr. Robert Brinkley, Superintendent

Missouri State Department of Education

Accredited by  
The Missouri Department of Elementary and Secondary Education

Dear Parents,

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

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

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

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

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

Debbie Schweikert, Principal  
Upper Elementary

Daniel Armstrong, Assistant Principal  
Upper Elementary

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## **DAILY SCHEDULE**

### **Full Day**

7:15 Teachers and staff report

7:20 Cafeteria opens for those students eating breakfast

7:20 – 7:40 Building opens and children report to the gym

(Teachers are on duty. Children who walk to school, or who do not wish to eat breakfast at school, should not arrive before 7:25.)

7:45 Students report to classrooms

7:50 School begins

10:40 – 12:20 Lunch

2:35 Dismissal from classrooms

3:00 Staff are dismissed

### **Early Release**

7:15 Teachers and staff report

7:20 Cafeteria opens for those students eating breakfast

7:20 – 7:40 Building opens and children report to the gym

(Teachers are on duty. Children who walk to school, or who do not wish to eat breakfast at school, should not arrive before 7:25.)

7:45 Students report to classrooms

7:50 School begins

11:20 Dismissal from classrooms

- School will not be serving lunch on early release days.
- Please make sure your child is aware of his/her after school arrangements on early release days.
- For the safety and well being of the students, parents/guardians are asked to make certain the school office has the current home address and phone number; each parent/guardian's place of employment and phone number; and an emergency phone number. Please update the school office of any changes that occur throughout the school year.

**THE FOLLOWING POLICIES AND REGULATIONS MUST BE FOLLOWED.**

**ARRIVAL AND DISMISSAL TIMES**

**UPPER ELEMENTARY**

Arrival: School for the Upper Elementary students officially starts at 7:50 a.m. If your child is not eating breakfast and is a car rider or walker, they should not arrive on school premises before 7:25 a.m. Supervision is not provided prior to 7:20 a.m. Upon their arrival, students should report directly to the gym. However, for those students eating breakfast, the cafeteria will open at 7:20 a.m.

For your child's safety, please follow the traffic flow that we've designed. Enter and exit school grounds as instructed and have them exit your vehicle on the passenger side.

In order to give your child adequate time to be organized for the day they should arrive no later than 7:40 a.m.

Instruction begins at 7:50 a.m. and prompt arrival will limit interruptions.

Any student who arrives after 7:50 a.m. **is required to be accompanied to the office by a parent/guardian.** The student and the parent/guardian are to report to the office before going to the student's classroom. **A parent/guardian is required to come to the office and sign the student in.**

During the School Day

We ask that during the school day no one park in the Drop-off/Pick-up lane for any extended amount of time (over 10 minutes). Please park in a visitor space in the parking lot for an extended visit. If the visit is brief (10 minutes or less) feel free to park in the lane.

For dismissal purposes, the Drop-off/Pick-up lane will be open at 2:00 p.m. for parents and guardians picking students up from school. Do not start the car rider line before 2:00 p.m.

Dismissal:

Dismissal time for car riders/buses is 2:35 p.m. Car riders will be dismissed through the main entrance doors.

Parents may pick up car riders at this entrance. Dismissal time for walkers is 2:40 p.m. Please let us emphasize the following procedures:

1. Students will be required to use the sidewalks and are not to take shortcuts through the grass.
2. If you are picking your child up before 2:35 p.m. dismissal, you will need to enter the main entrance and report to the office. The student will be called from their classroom and dismissed by the office staff. Students may only be picked up by individuals on the Emergency Contact forms on file in the office. These forms are referred to each time someone comes to check out a student. You may be asked for proof of identification.
3. The individuals who are listed on the emergency release form must be at least 18 years of age.
4. If you have restrictions on who we may release a student to, you must notify the office of this. We will request a copy of legal documents that uphold these restrictions. Every effort will be made to contact the main parent/caregiver when a question concerning release of a student arises and no student will be released to anyone not on the Emergency Contact form.
5. Parents, please note that standing in the hall while waiting on your child may be disruptive to the learning environment; please wait in the office until your child arrives.
6. Any early dismissal (before 2:35 p.m.) will be reflected in the child's attendance record.

7. Parents picking students up at dismissal should remain in their vehicles and follow the traffic pattern; students will be dismissed accordingly.

#### Picking up OUE Students from McQuerry, OMS and OHS

Dismissal times of the other buildings are as follows:

- McQuerry-2:45 p.m.,
- OMS-2:45 p.m.,
- OHS-2:58 p.m.

It takes approximately 10 minutes to dismiss all car riders at OUE, or until about 2:45 p.m. *If you have students in multiple buildings you need to pick up your OUE student first and then proceed to the other buildings.* We take pride in dismissing students safely and efficiently. We also acknowledge that having students in multiple buildings is not the most convenient situation. However, we do insist that you pick students up at each of their respective buildings. The staggered dismissal times at each building will allow you to proceed quickly in picking up students from multiple buildings. *We do not allow students to ride a bus over to the other buildings and then get in cars with brothers/sisters/friends/etc.* This is insisted upon so that supervision of OUE students is not the responsibility of teachers/administrators from the other Odessa R-7 buildings, but by the teachers and administrators of OUE. Each building has their own dismissal to take care of; we ask OUE parents to not add to McQuerry, OMS and OHS supervision duties.

#### Bus Assignments and Switching Buses

Bus assignments are made by the bus company. *Only the Assistant Principal can grant a different riding privilege, not the bus company.* Dismissal procedures need to remain consistent. If you require a bus switch because of an emergency, call 816-633-5396 to speak to the Assistant Principal. Emergency situations are considered on a case by case basis (going to a friend's house to play/spend the night is not considered an emergency situation). Please call and ask for Mr. Armstrong when considering a bus switch. Do not call the Transportation Terminal. They have been instructed to ask you to contact the school first.

#### Changes for an Individual Student's Dismissal

Children do not always hear verbal directions correctly, and they often do not remember the day for which a specific after-school arrangement has been made. A note from the parent is required if a child is to do something out of the ordinary on a particular day. If the child does not present a note from the parent he/she will be sent home the usual way. If you need to change your child's after school plans, please call before 2:00 p.m. to ensure that your child receives the message.

## TRANSPORTATION PROCEDURES AND POLICIES

Bus service is provided for all students in the district. Students who do not observe the rules and 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.

**Bus assignments are made by the bus company. Only emergency situations will be accommodated for switching a bus. Dismissal procedures need to stay consistent. If you require a bus switch because of an emergency, call 816-633-5396 to speak to the Assistant Principal. Only the Assistant Principal can grant a different riding privilege.**

### **A. Prior to Loading**

1. Students 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.
4. Students 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 the students to cross the road.

### **B. While on the Bus**

1. The driver is in charge of students and the bus. Students 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. Students should remain seated until the bus has fully stopped at its destination.
5. Students 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 oversized objects, as well as glass containers, are not permitted.
7. Keep aisles and steps clear at all times.
8. If a student willfully causes damage to a bus, the student will be asked to make restitution.
9. Students will be assigned seats by the driver.

### **C. After Leaving the Bus**

1. After getting off the bus, when necessary, cross the road 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 driver before crossing.
2. Do not run beside the bus or hang on to it in any way. CLEAR the bus path as soon as possible.

### **Bus Misconduct**

Bus transportation is provided by the District for all elementary 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.

The following is a list of infractions and consequences:



## **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 assigned seat.
5. Blocking the school bus aisle.
6. Out of assigned seat while bus is loading or unloading other students, or while bus is in motion.
7. Students must be seated on the bus with backs touching seat backs. Turning around, sitting sideways on the seat, or sitting with feet or knees in the seat is not 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 the driver with an object.
2. Bullying or harassment.
3. Vandalizing or tampering with equipment. (Restitution must be made before the student will be allowed back on the school bus.)
4. Failure to obey a request of the bus driver or other authorized adult on the school bus.
5. Fighting or assault.
6. Use, possession, distribution, or sale of tobacco and/or tobacco products, or of an item represented to be tobacco or a tobacco product.
7. Possession, sale, distribution, use, or under the influence of a controlled substance or of an item represented to be a controlled substance.
8. Possession of a weapon or fireworks.
9. Any other student behavior deemed to be a Type II Infraction by the District Administration.

## **CONSEQUENCES**

### **Type I Infractions**

- **First offense:** Warning, conference with student, and contact with parent either by telephone or written notice.
- **Second or More Offenses:** 1-3 day bus suspension, conference with student, and contact with parent either by telephone or written notice.

## **Type II Infractions**

- **First Offense:** 5 day bus suspension, conference with student, and contact with parent either by telephone or written notice.
- **Second Offense:** 5 day bus suspension, conference with student, and contact with parent either by phone or written notice.
- **Third Offense:** Recommendation of bus suspension for balance of semester/school year.

### **NOTE:**

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

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 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.**

**(569.155RSMo)**

## **Other Transportation Policies**

1. The district will abide by all state rules and regulations regarding bus transportation.
2. No student will be able to ride a bus different than the one he or she has been assigned. The only exception will be in an emergency, and it must be approved by the Assistant Principal.
3. Students who ride a bus that goes by your child care provider's residence may have arrangements made to be dropped off at the child care provider's residence, but it **MUST** be for every day.
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. Busses will be required to come to a complete stop at their pick up points, and do their utmost to be within 5 minutes of their pick up time. Students will be picked up at designated bus stop and dropped off at the same. There will be no undesignated stops.
5. If your child has not boarded a 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 childcare provider.

7. 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. If no one is home to meet your child, telephone calls will be made to try and reach someone, or your child will be brought back to the bus lot or the school.
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.
11. 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."

**ODESSA SCHOOL DISTRICT**  
**SCHOOL EVENT CHAPERONE POLICY**

The Odessa School District recognizes the importance of employee and parental chaperones who accompany district students to events off district property and who help supervise and oversee events on district property. These adults perform a vital service for the district and help to ensure the safety, security, and enjoyment of the students participating in a chaperoned event. Parents/guardians who have been selected as chaperones are expected to help with the supervision of a group of students to whom they will be assigned.

Students are required to ride the bus to and from school-sponsored events unless permission has been obtained from the principal. This makes it necessary for the chaperone to ride the bus both to and from the event. If the chaperone is unable to ride the bus to and from the event, they should forfeit their position as a chaperone, allowing the teacher to choose another parent so the students have adequate supervision, ensuring safety for all.

All chaperones, whether employees, parents, or other adults, 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 to be, 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 laws by a chaperone to the proper law enforcement agency.

**PARENT VOLUNTEER PROGRAM**

The philosophy of the Odessa R-VII School District volunteer program embodies the belief that community participation in the school enriches the school program and fosters the public's interest in our schools, both of which can make a positive difference in the educational environment. If you are interested in becoming a volunteer, please contact: Debbie Schweikert, principal, at 816- 633-5396. We look forward to hearing from you.

**ENROLLMENT AND AGE REQUIREMENTS**

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

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

1. Birth Certificate
2. Up-to-Date Immunization Records
3. Social Security Number
4. Proof of Residency

### **IMMUNIZATION LAW**

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

Should a student be medically exempt from receiving any immunization, parents/guardians must provide an exemption card completed and signed by their family physician.

### **STUDENTS MAY NOT ATTEND CLASSES UNTIL ADEQUATE PROOF OF IMMUNIZATION IS PROVIDED.**

Students who have received notification that boosters are due MUST COMPLY with the law of the state of Missouri in order to attend Odessa R-VII Elementary Schools.

### **HEALTH SERVICES**

Odessa Upper Elementary is pleased to provide a full-time licensed nurse who cooperatively works with the district's registered nurse to promote health and wellness for our students and staff. The health room is open to all students for basic first aid, illness, control and prevention of communicable disease, and the administration of medication. Basic first aid will be administered for minor and major injuries or illness. For serious injuries parents/guardians will be notified of the extent of the injury and the status of their child.

Every possible effort will be made to promote a healthy and productive educational experience for Odessa Upper Elementary students. Occasionally, however, illness develops during school hours and the student must be excluded from school. Parents/guardians will be notified of the child's illness and must make arrangements for their child to be picked up.

If you receive notice that your student is ill, please pick them up within 30 minutes of notification.

#### **Symptoms requiring exclusion from classes are:**

- **fever (body temperature equal to or greater than 100.0 degrees);**
- **vomiting and/or diarrhea (which is verified by an adult);**
- **questionable skin conditions;**
- **head lice infestations;**
- **and suspected conjunctivitis (pink eye).**

To assist in preventing and controlling communicable disease, it is necessary that parents/guardians not send their student back to school until he/she has been without symptoms for at least twenty-four (24) hours without use of medication. Those students excluded because of head lice may return to class immediately after it is determined that he/she is free of live lice and/or lice eggs (nits).

## **Policy for Administering Medication**

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

### Over-the-Counter Medication

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

At the beginning of the school year, the parent/guardian will need to complete the “**Over the Counter Medication Consent**” form. **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. This consent form is part of the enrollment process and is located in the student’s enrollment packet. The consent form must be completed and returned to the health room.

The district may administer additional over the counter medication, delivered and supplied by the parent/guardian or designated adult over 18 years of age. The 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 health room 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. ST 37 will be used as directed on the 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.

Please contact the nurse at Odessa Upper Elementary at 816-633-5396 for questions or concerns.

## **STUDENT FILES AND PERMANENT RECORDS**

Each student's permanent record is kept in the principal's office and is available to parents/guardians upon request. In order to explain documents and test data, the counselor or principal must be present while the parents examine any permanent record documents. Permanent records include family information, student attendance, grades in school subjects, standardized test scores, and a record of social and personal habits. Parents/guardians should report any change in required enrollment information so that we may keep our records accurate. The school shall use the legal name of each student on all school records.

## **TESTING**

Academic growth is measured using the Missouri Assessment Program. These assessments are given annually in the spring of the academic year. Results of the assessments will be sent home in the fall of the following school year. Test results may be reviewed by making an appointment with the principal or counselor.

## **TRANSFER AND WITHDRAWAL OF STUDENTS**

Students planning to move from the district should notify the school office at least one day in advance so that transfer papers can be completed. Transfer papers help the receiving school place your child immediately and keeps the interruption of his/her studies to a minimum. Please return all textbooks and library books at this time. Education records will be forwarded to other schools or agencies when requested by the child's parents/guardians or other educational institutions. Original records will not be released to parents.

## **ATTENDANCE**

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

### **DAILY ABSENCE REPORTING**

The parent should call the school to report absence by 10:00 a.m. While you may email your student's teacher regarding their absence, this does not take the place of the call to the office. The school will call the parent if no notification of absence has been received by this time.

### **THREE (3) DAYS ABSENCE REPORTING**

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

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

When a student's absences reach six (6) days in a semester another letter will be sent. A meeting will be held after the sixth absence to determine whether absences are excused or unexcused. If a student misses more than six (6) days, the student will choose to:

A. Enter into a contract to, during non-school hours, make-up attendance and any work missed when absences occur over and beyond (6) days and with no further incidents of absence that semester.

B. Be afforded an appropriate due process hearing in accordance with Board Policy and state law.

Notification will be sent to the parents and he/she will be given an opportunity to appeal to the Board of Education. A request to appeal must be submitted in writing to the superintendent. The Board will decide whether the student has met appropriate attendance expectations.

#### **ANY UNEXCUSED ABSENCES OR DAYS TAKEN FOR VACATION ARE NON-WAIVABLE.**

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

#### **TARDINESS**

**Students who arrive after 7:50 a.m. are to report to the office before going to their classrooms.**

Parents/guardians are **required** to come to the office and sign the student in. Regular school attendance is important to a student's success in school. At Odessa Elementary Schools we instruct students in academic subjects and also stress personal responsibility.

Punctuality is an important habit for a child to establish early in life. During the school day, students are tardy when they are not in the place they are supposed to be when class begins. When students are late to school, parents will receive written notification after the student is tardy three times. If tardiness is excessive, students will be expected to make up one hour of instructional time during non-school hours for every third tardy. The parent/guardian will be contacted if instructional time is not made up.



### **RELEASE OF CHILDREN DURING THE SCHOOL DAY**

Children are not permitted to leave the school grounds by themselves at any time during the school day. Parents requesting release of a child during school hours should send a note to the teacher whenever possible. The parent must come to the main office to sign the student out, at which time the student will be called to the office. The identity of the person to whom the student is being released will be verified by checking the Emergency Contact Information Sheets. If the person requesting to check the student out is not on the current emergency sheet filed in the office, a parent/guardian will have to be contacted for verification before the student may be released. Only the principals have the authority to release children from school.

### **PARENTAL CUSTODY**

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

- Which parent has responsibility and physical custody of the child(ren) in a divorce situation.
- If there is a court order granting rights to one parent over another, a copy must be on file in the school's office.

Providing this information to the school can eliminate potential problems and also provide emergency information.

### **BOOK FEES**

One set of textbooks and workbooks are furnished free of charge to all elementary students. If the original books are lost or defaced by writing, broken bindings, soiling, or are torn and cannot be used appropriately, the student shall pay for the cost of replacing the damaged or lost book. Students shall pay for each lost or damaged library book. Books lost in a fire destroying the student's home are replaced free of charge.

## **VISITORS**

Parents are welcome to observe student presentations and are invited to attend all assembly programs. Visitors must first report to the office when entering the building. **ALL PARENTS AND VISITORS MUST SIGN IN AND OBTAIN A VISITOR'S BADGE BEFORE PROCEEDING INTO THE BUILDING.** Please refer to the following section, "OUE Classroom Observation and Teacher Meeting Procedures" for guidelines when visiting classrooms.

### **OUE CLASSROOM OBSERVATION AND TEACHER MEETING PROCEDURES**

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

- **File: CF School Building Administration**
- **File: KK Visitors to District Property/Events**

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

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

7. During the observation, the principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
8. A parent who does not have a scheduled meeting but who comes to school asking to talk with a teacher must remain in the office until it is determined that the teacher is available for an unscheduled meeting.

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

### **LUNCH PROGRAM**

A hot lunch program is provided for all students who wish to participate. The cost of a lunch is \$1.70 for elementary students. A reduced lunch for those who qualify is \$.40. Extra milk is \$.35. When going through the serving line, students may decline one non-entrée item from meal option A. Adult lunches are \$2.55. Parents are welcome to eat in the cafeteria provided that notification is given in the morning lunch count. Parents are encouraged to purchase lunches by the month or week. Checks should be made out to OPAA.

LUNCH MONEY OR CHECKS SHOULD BE ENCLOSED IN AN ENVELOPE WITH THE CHILD'S NAME, TEACHER'S NAME, AND THE AMOUNT ENCLOSED.

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

### **BREAKFAST PROGRAM**

Odessa R-VII Schools offer a breakfast program to district students. Breakfast will be \$1.10 for students and \$1.75 for adults. All students who qualify for free and reduced lunch automatically qualify for free and reduced breakfast. The price of a reduced breakfast will be \$.25. Breakfast will be served at the following time:

- Upper Elementary 7:20 – 7:40 a.m.

### **HOMEWORK POLICY FOR ABSENT STUDENTS**

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

1. Parents should call the office early in the morning in order for the teacher to have ample time to prepare the homework.
2. The homework may be picked up at the end of the day in the Upper Elementary office.
3. Students serving suspensions will not be allowed to make up work.

\*See page 36 for the Upper Elementary homework policy.

### **PLAYGROUND POLICIES**

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

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

Recesses are Supervised by Teachers- Children are expected to participate. A note is required for a child to remain inside.

Weather Conditions Limiting Outdoor Recess- We take the children outside for recess every day, weather permitting. The children do not go outside if it is raining, bitterly cold, and in some cases, snowing. Please send your child with proper attire for existing weather conditions.

### **BICYCLES**

Racks are provided for bicycles. All bicycles are to be parked in the racks. Students riding bikes to school are required to immediately park the bicycles in the racks and go into the elementary building or to breakfast. Bicycles are not to be ridden until the end of the school day. It is recommended that students lock their bikes in order to prevent theft. The school is not responsible for the loss of bicycles. It is recommended that students who ride bicycles follow safe riding procedures.

## **REPORTING TO PARENTS**

The Upper Elementary reports student progress at the end of each mid-term and each quarter. A report is sent to parents/guardians of each elementary student on a regular report form. The report includes the student's attendance, his/her progress in school subjects, in personal and social characteristics, and in work and study habits.

## **GRADING CODE**

### **Achievement**

#### **Grades 3, 4 and 5**

- A Superior M Meets expectation
- B Above Average P Progressing towards expectation
- C Average N Not meeting expectations
- D Below Average
- F Failing (conference required)

#### **Achievement Percentages**

A	94 – 100	C+	77 – 79	D-	60 - 62
A-	90 – 93	C	73 – 76	F	0- 59
B+	87 – 89	C-	70 - 72		
B	83 – 86	D+	67 – 69		
B-	80 – 82	D	63 - 66		

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

To participate in OUE clubs or activities is a privilege, and persons doing so should, at all times, represent themselves and their school in a positive manner. In order to participate in any activity, a student must attend at least a half day of school on the day of the activity; or if the event is an all-school-day or weekend event, half day prior to the activity. Any student who has been suspended from school cannot attend or participate in any school function while under suspension.

## **ELECTED OFFICERS**

All candidates for any elective office in the Upper Elementary School shall have maintained a "C" average on all previous grade reporting dates at least one semester prior to the election and maintain the "C" average at the date of the election in the following subjects: math, reading, spelling, science and social studies.

### **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 except when the student is released to his or her parents or guardians by the supervising sponsor, or permission has been granted by the school principal.

### **TELEPHONE PROCEDURE**

Students will not be called from class to answer calls. Office personnel will deliver messages. Student calls will be limited to emergency situations.

### **EMERGENCY SCHOOL DISMISSAL**

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

### **CARE OF SCHOOL PROPERTY**

Students will be assessed a fine if there are markings, writing, or damage to textbooks that are assigned to them. If the book is not returned at the end of the school year, the student must pay for the book. Students will be held responsible for proper care of all books, supplies, apparatus, and furniture furnished by the school district. Students are urged at all times to take particular care of school property. In case of accidental damage such as breaking of glass in a window or door, the student should report the accident to the office. Intentional damage to school property (e.g., writing on bathroom walls, defacing desks or books, destroying school equipment, etc.) will be a violation of the Student Code of Conduct and disciplinary action will be taken. Also, it is your child's responsibility to take care of their property. Please put your child's name on all their personal belongings.

### **LIBRARY**

All students are welcome to use the library. It is here for students to find information for homework assignments, research projects, and for personal enjoyment. The library will be open during the day and available except when the librarian is teaching a class. To keep the library a pleasant place to work, there are a few guidelines that need to be followed. Please remember that the student to whom the books are checked out will be held responsible for the proper care, use, and return of the loaned books. It is never a good idea to loan a library book that is checked out in a student's name to someone else. Any library book that is lost or extensively damaged will be paid for by the student. The price charged will be the school replacement cost of the book. Fines will be charged for careless misuse, damage, marking, or defacing of these materials.

Charges—Students in 3<sup>rd</sup> and 4<sup>th</sup> grade will not be charged for overdue books but they will not be able to check out books until any overdue books are returned. Fifth grade students will not be charged for overdue books until second semester, at that time they will be charged 5 cents a day per book. The student will not be able to check out books until the overdue books are returned and the fine is paid. Students are offered reminder slips of books checked out

every week. If a student is two weeks overdue, an overdue notice will be stapled into their planner. If a book becomes a month overdue, an overdue notice will be mailed home and a phone call will be placed to the parent.

### **SCHOOL PICTURES**

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

### **LOST AND FOUND**

Anything lost or found should be reported to the principal's office immediately. To help eliminate confusion, children's coats, sweaters, book bags, ball gloves, etc. should be marked with their names. Such marking will increase the chance of children finding lost items. Lost articles found in the building or on school property will be kept for two months, after which they will be given to charity or discarded.

### **SAFETY PROCEDURES**

Fire, tornado, earthquake, lockdown, medical emergency, and environmental hazard drills are held regularly throughout the school year and appropriate instructions are given in each class. A School Resource Officer (SRO) will be available to all buildings in the Odessa R-VII School District and he/she will follow all district policies.

### **SALE OF ARTICLES IN SCHOOL**

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

### **ROOM PARTIES**

**Classroom Parties:** There will be three classroom parties—Halloween, Christmas, and Valentine's Day. The parties are sponsored by PTO Room Parents and teachers.

**Birthday Celebrations:** Students are allowed to bring birthday treats. The treats must be prepackaged and distributed at the end of the day.

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

### **GOOD THINGS TO LEAVE AT HOME**

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

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

#### **Knives, Toy Guns, Baseballs, Sharp Objects**

Any item considered to be a weapon, including those items listed in the above heading, are not allowed on school property. All of these items are hazardous to your child and other children.

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

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

**Trading Cards**- Baseball, Pokémon, or trading cards of any kind are not allowed at school. Students who bring cards will have them taken away and kept in the office until the end of the school year. The student may pick up his/her cards at the end of the day on the last day of school. Any cards not picked up will be discarded.

**Cell Phones**- Cell phones and pagers are not to be used during school hours; they must be turned off and left in lockers. The school will not assume responsibility for any cell phone brought to school.

### **STUDENTS ARE NOT TO BRING ANY GLASS CONTAINERS TO SCHOOL.**

The only time a student will be allowed to bring items other than routine school supplies to school is for "Show and Tell" activities or at the request of the student's teacher.



## **STUDENT DISCIPLINE**

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

### **Reporting to Law Enforcement**

It is the policy of the Odessa R-VII School District to report to law enforcement all crimes occurring on school grounds including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in Board Policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student whom the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

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

### **Participation in Activities**

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

### **Prohibition Against Being on or Near School Property During Suspension**

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

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

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

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

### **Prohibited Conduct**

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

1. **Academic Dishonesty**—Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment, Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension.
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Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities; Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension.
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2. **Arson**—Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Offense: Short-term suspension—Up to 45 days out-of-school (OSS) 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 days OSS or expulsion; notification to law enforcement officials, documentation in student's discipline record, and contact parents.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

14. **Hazing (see Board policy JFCF)**—Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating,

stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization, or school-sponsored activity. An incident may be considered hazing even when all students involved are willing participants.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

21. **Theft**—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.
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Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
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22. **Threats or Verbal Assault**—Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

First Offense:	Confiscation of tobacco product. Detention or one (1) day in-school suspension.
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Second Offense:	Confiscation of tobacco product. Detention or up to three (3) days in-school suspension.
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Third and Subsequent Offense:	Confiscation of tobacco product. Up to six (6) days in-school suspension.
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b. Use of any tobacco products on school grounds, school transportation, or at any school activity.

First Offense:	Confiscation of tobacco product. Detention or three (3) days in-school suspension.
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Second Offense:	Confiscation of tobacco product. Up to seven (7) days in-school suspension.
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Third & Subsequent Offense:	Confiscation of tobacco product. One (1) day out-of-school suspension.
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24. **Truancy (see Board policy JEDA)**—Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Up to three (3) days in-school suspension.
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Second Offense:	Up to seven (7) days in-school suspension.
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Third and Subsequent Offense:	Three (3) days out-of-school suspension.
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25. **Unauthorized Entry**—Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

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

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

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

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

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

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

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

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

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

Subsequent Offense: Expulsion.

### **GENERAL DRESS CODE**

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

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other types of footwear. If you send your child in sandals, make sure they will be able to run and play at recess. Sandals should not be worn on P.E. day.
3. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. Please do not send your child to school wearing anything that might be distracting to other students, such as unnaturally colored or styled hair, inappropriate jewelry, or other accessories.
4. Class activities which present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Wearing apparel that has vulgar, suggestive wording, double meanings, or graphic displays of items will not be allowed at school.
6. Wearing apparel that advertises alcohol, tobacco, or drugs will not be allowed.
7. Wearing apparel which does not cover the stomach or the back will not be allowed.
8. Shorts and leggings will be allowed. Bike shorts and leggings (Spandex, etc.) may be worn only if covered by another pair of loose-fitting shorts or skirt.
9. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
10. Administration reserves the right to address other dress and appearance concerns as they deem necessary.
11. If there is any doubt about appropriateness of clothing choice, save it for after-school wear.

### **PROGRAMS AVAILABLE TO STUDENTS**

#### **For All Students**

1. Reading, Math, English, Spelling, Social Studies, Science, Health, Handwriting
2. Physical Education
3. Music
4. Art
5. Computer Lab
6. Individual Pictures (if desired)
7. Yearbook (if desired)
8. Group Pictures (if desired)
9. Grade A Hot Lunches (if desired)
10. Student Insurance (if desired)
11. Field Trips (Educational)
12. Assemblies
13. Counseling
14. SOAR (Before and after school day-care; contact Wendy Reynolds at 816 633-5437)

### **For those Qualifying Under Federal, State, and Local Guidelines**

1. Free and Reduced Lunches
2. Title I Program
3. Gifted Program (TARGET)
4. Special Education Services
5. Early Childhood Special Education
6. VIP (Vision Tutoring)

### **TITLE I**

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

### **GIFTED PROGRAM**

#### **MINIMUM ELIGIBILITY CRITERIA**

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

1. In April and September of each school year, counselors will notify parents that the district is screening students for the gifted program. There will be a number for parents to call to receive more information about parent evaluation referrals. In April teachers will be given a Teacher Screening Instrument that guides in identifying students with gifted characteristics. Teachers may also make referrals based upon this instrument. It is in April that Kindergarten students may be referred for the following year.
2. Upon teacher or parent referral, counselors will examine student norm-referenced test records for qualifying scores. A student must have two composite scores of 95 NPR on the language, reading, or math sections of a nationally standardized achievement test, or a 99 NPR in one of those areas. Scores may be used from previous grade tests; however, screeners may wait for new standardized test results received in mid-May. Standardized test scores will not be available to Kindergarten and 1<sup>st</sup> grade students.

#### **PROCEDURE**

1. A student may be referred by a parent, teacher, or counselor.
2. A check of the student's cumulative folder should first be made by teacher or counselor to check previous testing history.
3. If a student meets the qualifying criteria, he or she will be referred to a psych examiner for Intelligence Quotient (IQ) testing. If the full scale IQ score is 125 or above, the student will automatically qualify for the gifted program. If the full scale IQ is 122-124, the gifted teacher will give the student a Torrance Test of Creativity as another measure.

4. Students who score a General Ability Index (GAI) IQ score of 125 or above will be reviewed by a committee to determine qualification for the gifted program.
5. Referral to the psychological examiner (or his/her designee) will be made to conduct the necessary tests as stated in the eligibility requirements.
6. The psychological examiner will give reports on the test score(s) to the counselor.
7. The counselor and gifted instructor will then meet to discuss whether or not the student meets the criteria. At that time it will be decided who (either counselor and/or gifted instructor) will meet with parents.
8. The counselor and/or gifted instructor will meet with the parents to interpret the testing and explain the determination of gifted status.
9. Parents will be informed of testing results by the end of the first semester.
10. Students who newly qualify for the gifted program will begin the class at the beginning of second semester each year.

## **PLACEMENT**

Once a student qualifies for the gifted program, he/she will remain in the program each year as long as the minimum eligibility criteria are met. Students transferring from a gifted program in another school district will have to meet the Odessa R-7 Gifted Program (T.A.R.G.E.T.) criteria to be admitted.

## **HOMEWORK POLICY**

Students who participate in the gifted program shall be excused from standard classroom assignments and activities missed on the day(s) they attend T.A.R.G.E.T. The student IS responsible for principles, strategies, and concepts developed by the regular classroom teacher on the day he/she participated in T.A.R.G.E.T. He/she is NOT excused from the accountability associated with the missed concepts. The regular classroom teacher should avoid the scheduling of major tests, field trips, due dates for major assignments, etc., on the day that students are in attendance in T.A.R.G.E.T. The regular teacher shall not penalize the student for this authorized absence. All absences from T.A.R.G.E.T. will be reported to the home school.

## **WITHDRAWAL**

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

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

### **PROMOTION POLICY**

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

The decision to promote or retain a student will be made in the best interest of the student. Teachers will identify students who might possibly be retained by the end of the first (1<sup>st</sup>) semester. Once identified, the teacher will contact parents every four and one-half (4 ½) weeks to update them on their child's progress. The principal, if necessary, will request additional staff to evaluate and review the student's readiness. The decision to promote or retain a student is the responsibility of the building principal. The principal will notify the parents/guardians by certified mail if the parent has failed to attend conferences or disagrees with the school's decision to retain a student. More than one retention during the elementary school years will receive extreme attention and require the approval of the superintendent.

### **HOMEWORK POLICY**

Our philosophy is that class assignments should have a purpose for practice, preparation and/or extension of learning. Daily work not completed will be sent home to be completed, and returned the following day. In order to assist in accomplishing this purpose, here are a few suggestions to aid your child:

1. **Homework Drop Spot**—Develop a habit of putting homework in a specific spot at home each evening after it is completed.
2. **Study Area**—Students must have a quiet place to do homework effectively. It can be any part of the house as long as it is a place where the child can concentrate and complete homework.
3. **Homework Survival Kit**—Having the proper supplies on hand is necessary to help your child complete assignments.
4. **Daily Scheduled Homework Time**—Students lead busy lives juggling after-school activities, outside play, and household responsibilities. Homework is often left until the last minute. It's important to schedule a preplanned time set aside each day to do homework.

Please encourage your child to do their work and hand it in on time. Any student who has not completed an assignment will be required to attend study hall. The assignment will be collected at the end of the day and graded as is. **After the third late assignment, students will be placed on a homework plan which requires working with Mrs. Schweikert or school personnel after school.**

### **ACADEMIC DISHONESTY**

Students at OUE will have many opportunities to become actively involved in the learning process. The benefits derived from original learning can be great and it is important that students who are engaged in study are responsible for doing their own work. In the event that students are found to be involved in academic dishonesty, e.g., cheating or plagiarism, serious consequences will follow at the discretion of the teacher and school administration.

### **STUDENT HAZING**

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

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct. (\*See Student Code of Conduct, Hazing) Non-students who participate in or enable the hazing of students may be excluded from attendance at school activities and athletic events. (Adopted by the Odessa R-VII Board of Education on August 12, 2003)

### **COMPLAINT RESOLUTION PROCEDURES FOR NO CHILD LEFT BEHIND PROGRAMS**

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

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed, providing specific details of the situation and indicating the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy listed below under COMPLAINT PROCEDURES. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal law or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing for more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **COMPLAINT PROCEDURES**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the Odessa R-VII School District, such as the faculty, the principals, the superintendent, or the Board.

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

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

### **STUDENT DUE PROCESS RIGHTS**

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

Cross Refs: JGD, Student Suspension and Expulsion

Legal Refs: 167.161-171, RSMo

Odessa R-VII School District, Odessa Missouri

### **DIRECTORY INFORMATION STATEMENT**

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

### **NON-DISCRIMINATION STATEMENT**

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

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

#### **Title VI & Title IX**

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

#### **Section 504**

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

Odessa Upper Elementary  
3-5  
SCHOOL-PARENT-STUDENT COMPACT

Odessa Upper Elementary and the parents of students participating in the Title I activities, services, and programs agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

**School Responsibilities**

OUE and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me standards as follows-
  - *Retain highly qualified principals and teachers,*
  - *Provide instruction, materials, and high quality professional development which incorporates the latest research, and*
  - *Maintain a safe and positive school climate.*
- Hold annual parent-teacher conferences to-
  - *Discuss the child's progress,*
  - *Discuss this compact as it relates to the child's achievement, and*
  - *Examine the child's achievement at the end of the third quarter of attendance.*
- Provide parents with frequent reports on their child's progress as follows
  - *Monthly suggestions from teacher and school, and*
  - *Progress reports sent home by the school.*
- Be accessible to parents through-
  - *Phone calls, person-to-person meetings, or email,*
  - *Scheduled consultation before, during, or after school, and*
  - *Scheduled school observations*
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows-
  - *Listen to children read,*
  - *Help with classroom decorations, art projects, etc.,*
  - *Present a program on your culture, a different country, etc., and*
  - *Assist with holiday programs or parties, educational trips, etc.*

**Parent Responsibilities**

I, as a parent, will support my child's learning in the following ways:

1. *Make sure they are in school every day possible.*
2. *Check that homework is completed.*
3. *Monitor the amount of television watched.*
4. *Volunteer in my child's classroom/school.*
5. *Be aware of my child's extracurricular time and activities.*
6. *Stay informed about my child's education by reading all communications from the school and responding appropriately.*

**Student Responsibilities**

I, as a student, will share the responsibility to improve my learning to meet the Show-Me Standards and will-

1. *Attend school every day possible,*
2. *Be respectful toward others,*
3. *Do my homework every day and ask for help when I need it,*
4. *Read or be read to every day outside of school time, and*
5. *Give all notes and information from my school to my parent/guardian daily.*