

# **Charlene Roscher Early Childhood Center**

## **Student Handbook**

**2020-2021**



**1201 S. Salem  
Oak Grove, MO 64075**

**816-690-3762**  
*Buffie McConville*  
*Principal*

**Charlene Roscher Early Childhood Center**  
**MESSAGE FROM THE PRINCIPAL**

Welcome! On behalf of faculty and administration, I would like to welcome you to this academic school year. I am pleased that you are a part of the Oak Grove R-VI School District. I anticipate your involvement and cooperation in making this year successful. This student handbook has been prepared to help answer many questions students and parents usually have concerning the activities, procedures, and rules for the successful daily operation of our schools. I believe following these will help us to have an orderly school conducive to learning. A common ground of clearly understood policies and procedures will enable us to provide the best possible educational experiences for every student. In the event that problems or concerns should occur, I am available to discuss and help resolve any situation. Feel free to call **690-3762** for the building and arrange a conference if the need arises.

**MISSION STATEMENT**

The mission of the Oak Grove R-VI District is to create an environment for students to become lifelong learners by providing the guidance, tools, and opportunities to maximize their academic, social, and individual potential.

**SCHOOL HOURS**

|                   |                   |
|-------------------|-------------------|
| 8:25 – 11:25 a.m. | Morning Session   |
| 12:25 – 3:25 p.m. | Afternoon Session |

**SCHOOL ADMISSION**

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

Age must be verified by an official birth certificate, not a hospital birth record. Immunization records must be complete. You will also be required to show proof of residency within the Oak Grove School District. If students are transferring from other schools, their parents will be asked to sign a release for student records to be sent to our school.

**TRANSFER OF PUPILS**

If you plan to move from this school district, please notify the office prior to the intended last day. Students must pay all charges and fines and return school property before checking out of school. Transcripts and grades will be withheld until all school property is returned or charges and fines paid.

**STUDENT PLACEMENT**

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

## **IMMUNIZATION REQUIREMENTS**

According to state statute, it is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the Division of Health of the Department of Public Health and Welfare, and can provide satisfactory evidence of such immunization. It is unlawful for any parent or guardian to refuse or neglect to have his/her child immunized, as required by this section, unless the child is properly exempted.

## **ATTENDANCE**

Satisfactory school progress is dependent upon regular attendance. Regular attendance is important as class time lost cannot be made up. When students miss school, it is their responsibility to see that assignments are made up. Students are expected to be at school except in cases of emergency, illness, or school-approved absences.

### **Steps to follow when absent:**

1. Parents should call the school at **690-3762** and if necessary transportation at **690-3813** on the first day the student misses.
2. **A doctor's statement will be required for an extended illness:**
  - **Students in the Title 1 classrooms, with excessive absence, may be asked to leave the program; as we do have other families desiring their child to attend.**
3. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess may require a doctor's statement.

If a student misses more than 5 days or 35 hours of absence, tardies or early dismissal, parents will be contacted by the classroom teacher. This contact may be waived by the principal in cases involving long-term illness or other factors deemed appropriate by the principal and teacher. Following 8 days or 56 hours of absence, tardies or early dismissal, parents will be contacted by the building principal. If a student misses 10 days or 70 hours of absence, tardies or early dismissal, parents will need to provide a doctor note and conference with the principal or intervention from an outside agency. Persistent absenteeism/tardiness or early release creates a genuine hardship for a student's academic success and is regarded as a serious problem. If excessive absenteeism continues, school officials will contact outside social or state agencies.

### **Check-out Procedures:**

1. No child will be released from school to anyone other than a parent or guardian unless prior verified arrangements have been made. We are sure you will appreciate our concern in this matter. We also ask that adults picking up students be prepared to show identification.
2. Please report to the principal's office to have your child released from school. The office will contact the teacher to send the student to the office. We ask that you wait in the foyer area for your student, to reduce the interruption to the classroom and instructional activities.

## **ATTENDANCE AT ACTIVITIES AFTER ABSENCE**

To attend a school-sponsored activity, a student must be at school on the day of the activity. If the absence is a day or more, the student must be in attendance all day on

the day of the activity. Any student who goes home ill or sent home due to behavioral issues during the day, will not be allowed to participate in or attend a school activity that night.

## COMMUNICATION

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

**Newsletters:** Each building and teacher sends home regular information about upcoming events and instructional activities, trips, etc. via newsletters.

**Voice mail and E-mail:** Each of our professional staff has both voice and e-mail services available. Call the main number for your building and ask for your child's teacher's voice mail at any time to leave a message. Your call will be returned promptly. All staff members have E-mail addresses following this pattern:  
(First initial, last name)@oakgrove.k12.mo.us.

**On the Web:** Building and district information is available at the district's home page at [www.oakgrove.k12.mo.us](http://www.oakgrove.k12.mo.us). This site includes a link to the Early Childhood Center web page as well as Parents As Teachers. Bus information and routes are also included at this site.

**FAX:** Our FAX machine is available 24 hour a day:  
690-3885

**Communication with non-custodial parents:** Many of our students live in situations in which one parent is not in the home. Unless specifically court-ordered otherwise, non-custodial parents have the right to access school information about their child, and may maintain communication with their child's teacher. Upon written request, we will mail copies of progress reports to the parent living outside the child's regular home. We consider it the obligation of the parents to maintain lines of communication with each other regarding their children's events, and request that you not ask us to mail duplicate copies of routine communication to the non-custodial parent.

## PARENTS VISITING SCHOOL

Parents are welcome to visit school to see the work going on in the classroom. Several short visits each year are better than one long one. We ask that you wait until after the first two weeks of school, but do visit before the last two weeks. Please leave the younger children at home because a small child in a classroom is much too interesting to pupils to permit normal classroom work. Children unaccompanied by their parents may not visit classes. We ask that you schedule the time and day with your child's teacher and report to the office upon arriving at the school. ***All visitors are asked to sign in at the office upon arrival to receive a visitor tag. This will be in effect from 8:25-3:30 each school day.***

## STUDENT BIRTHDAYS

Teachers individually determine classroom recognition of student birthdays. Students whose families plan to send treats to the classroom should contact the classroom teacher to arrange for treats for all students in that particular classroom. Treats should be store-bought. Students who bring invitations to school for distribution must include all students in that classroom.

### **DELIVERIES TO STUDENTS AT SCHOOL**

Flowers, balloon bouquets and other items that are delivered to students for birthdays, Valentine's Day or other special events will be held in the office until the end of the day. Students will be called to the office to collect their delivery at the end of their session. To maintain student safety, glass containers and balloons are not allowed on the school buses.

### **STUDENT SAFETY AT SCHOOL**

All visitors must be buzzed into the school by pushing a button on the wall next to the front door entrance. To help us insure the safety of all our students, all but our main entry doors remain locked during the day. ***We ask that all adults check in at the office when arriving at school to visit a classroom, to do volunteer work, or to pick up a student.*** The office will notify the teacher of your arrival. We ask that you wait in the foyer area for your student. ***Any adult appearing at a classroom door without notification from the office will be asked to return to the office to check in.*** We are sure that parents will appreciate our concern for the safety of their children.

### **THREATS OF VIOLENCE**

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

### **BULLYING/CYBERBULLYING**

Policy

Descriptor Code: JFCF

**BULLYING**

General

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

Definitions

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

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic

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

#### Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

#### Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

#### Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

#### Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

#### Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom

presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

### **CLASSROOM RESPONSIBILITY**

One of the prime requirements for learning is willingness on the part of the student to follow instructions, cooperate, and to accept the guidance of the teacher. Contrary practices deter the learning process; therefore, the following regulations are presented for the purpose of clarification:

- Students are expected to be cooperative with their teachers, to carry out the instructions of their teachers, and to conduct themselves in a quiet and orderly manner at all times when in the classroom or under teacher supervision.
- Students are expected to do their assigned work/activities regularly, promptly, and thoroughly.
- Students must recognize that the teacher is the ultimate authority in the classroom and that acts of insubordination are among the most serious acts of misconduct and will not be tolerated at any time or occasion.
- Students who are guilty of infractions of good conduct will be referred to the office for disciplinary actions. Pronounced lack of interest in learning, persistent lack of cooperation, and disturbing other students are examples of reason for referral.
- Harassment is another type of misconduct. Harassment can be anything from teasing too hard to physically pushing someone around and trying to frighten him/her. We are dedicated to do all we can to stop this type of behavior. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. No racial, ethnic, or sexual comments will be tolerated.



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

The ultimate achievement of good discipline is self-discipline on the part of the pupils, and that is the goal toward which parents and teachers must strive. The following procedures are within the District Board Policy and Regulations. However, the principal may determine age appropriate consequences for discipline issues.

### **Discipline Procedures, Specific Offenses (Safe Schools Information):**

1. Fighting:
  - 1st Offense: Student/Principal conference
  - 2nd Offense: ISS or OSS
  - 3rd Offense: Up to 10 days OSS
  
2. Bullying/Cyberbullying
  - 1<sup>st</sup> Offense: Student/Principal Conference
  - 2<sup>nd</sup> Offense: removal from an activity (recess, centers, etc.)
  - 3<sup>rd</sup> Offense: ISS or OSS
  
3. Assault of a student:

Suspension to expulsion with notification to law enforcement officials and documentation in the student's discipline record. (Seriousness of the offense will dictate the discipline.)
  
4. Assault of a staff member on or off school grounds:

Suspension or expulsion with notification to law enforcement officials and documentation in the student's discipline record. (Seriousness of the offense will dictate the discipline.)
  
5. Theft:
  - 1st Offense: Restitution and/or suspension
  - 2nd Offense: Restitution and suspension
  - 3rd Offense: Restitution and up to 180 days OSS with notification to law enforcement officials and documentation in student's discipline record.
  
6. Written or verbal profanity/degrading remarks or actions not directed toward a faculty member:
  - 1st Offense: Student/Principal conference
  - 2nd Offense: ISS or OSS
  - 3rd Offense: Suspension
  - (Seriousness of the situation will result in longer suspension or expulsion with possible documentation in the student's discipline record.)
  
7. Disrespect to a staff member on or off the school grounds:
  - 1st Offense: Student/Principal conference and/or ISS or OSS
  - 2nd Offense: Suspension to expulsion and possible documentation in the student's record.

8. Possession or use of a weapon on school grounds or school bus. A weapon is defined to mean any of the following:
- A firearm as defined in 18 U.S.C. 921.
  - Any device defined in 571.010, RSMo, including a blackjack, concealable firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
  - Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Confiscation with suspension or expulsion, notice to law enforcement officials and documentation in student's discipline record.

9. Possession or use of any instrument or device, other than those listed above which is used to threaten or inflict physical injury to another person on school grounds or on a school bus.

Confiscation with suspension or expulsion with possible documentation in student's discipline record.

10. Vandalism to school, staff or student property:

Restitution and/or suspension or expulsion with possible notification to law enforcement officials and possible documentation in student's discipline record.

11. Possession of, purchase, or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

1st Offense: 10-180 days OSS, notification to law enforcement officials, and documentation in student's discipline record. (Suspension may be reduced in half on first offense with approved assessment and proper notification to school.)

Subsequent Offense: 11-180 days OSS or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

12. Sale, or distribution of any prescription drug, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

13. Possession or distribution of other substances:

Suspension and possible documentation in student's discipline record.

14. Possession of tobacco products, lighters, matches:

Confiscation and detention.

15. Smoking or chewing tobacco on school grounds or school bus:

1st Offense: ISS.

2nd Offense: 3 days OSS.

3rd Offense: 5 days OSS.

16. Setting fire on school property or on school bus:

11-180 days suspension and restitution or expulsion and restitution with notification to law enforcement officials and documentation in student's discipline record.

17. Possession or use of fireworks of any kind on school property or school bus:  
Suspension or expulsion.
18. Extortion:  
1st Offense: Student/Principal conference and/or suspension.  
2nd Offense: Suspension to possible expulsion with documentation in student's discipline record.
19. False Alarms: Tampering with emergency equipment, setting off false alarms, making false reports.  
Suspension to possible expulsion with documentation in student's discipline record.
20. Sexual Harassment:  
1st Offense: Student/Principal conference.  
2nd Offense: Detention to suspension.  
(Seriousness of offense may result in longer suspension or expulsion with documentation in student's discipline record.)
21. Disruptive speech or conduct:  
1st Offense: Student/Principal conference and/or ISS  
2nd Offense: Detention to suspension with possible documentation in student's discipline record. (Subsequent offenses may result in longer suspension or expulsion and possible documentation in student's discipline record.)

ISS = In-school suspension

OSS = Out of school suspension

Adjustments to discipline may be made due to student maturity, age, grade level and severity of the offense. These discipline procedures were brought about by the enactment of the Safe Schools Act by the General Assembly August 28, 1996.

#### **OAK GROVE R-VI CORPORAL PUNISHMENT POLICY**

No person employed by or volunteering on behalf of the Oak Grove R-VI School District shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advanced notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

#### **STATE ASSESSMENTS**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards by the Missouri State Board of Education. Grade-Level and End-of-Course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). Students in grades 3-12 will be **required** to take Grade-Level and EOC assessments for courses they are enrolled in for the current year. Students will take state assessments in the spring of each school year.

## **TECHNOLOGY**

Computers and Internet access are available in all classrooms for students to use with supervision. In order to use the Internet, a responsible use form must be signed by students and their parents each time students change buildings. Inappropriate use of computers, programs, or Internet may result in loss of privileges as well as disciplinary action. Due to viruses, no jump drive, storage drives may be brought from home.

## **BUILDING WEB PAGE**

The building has created web pages for programs in building. The web page is filled with useful information about the building. Student pictures and first names may be included on the pages without parent consent unless denied in writing. Building web pages is linked to the district site, [www.oakgrove.k12.mo.us](http://www.oakgrove.k12.mo.us).

## **SCHOOL MESSENGER**

The district has an automated voice messaging system called School Messenger. Parents have the opportunity to sign up for a School Messenger by filling out a form that is given out at the beginning of the school year. Parents who sign up for School Messenger will receive phone calls, texts and/or e-mails for important reminders, upcoming school events, and cancellations due to weather.

## **PLAYGROUND-RECESS POLICIES**

Play periods are supervised by school employees. Children are expected to participate in play activities unless excused for medical reasons. Some children are inclined to want to stay in even during nice weather. Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days. ALL children are expected to go outdoors unless the weather is severe; then all students will remain indoors. Always dress your child for outside recess. If a child is inappropriately dressed for the weather conditions, he/she may not be allowed to go outdoors. Only students with medical excuses are allowed to remain in the building during scheduled outside recess. A dated note is required each time your child must remain inside for health reasons.

Children shall NOT bring personal playground equipment to school as the school furnishes play equipment. Personal items such as radios, cameras, toys and excess money should not be brought to school.

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

Bicycles are the responsibility of the student. The bikes need to be parked and locked up in the bicycle rack. Skateboards and scooters are not allowed on school premises. Items which have the potential to disrupt the educational process are not allowed at school. This would include toy guns of any kind, radios, CD players, electronic toys, laser lights, pagers or beepers, pocket knives, ball chain necklaces, and chains.

## **SCHOOL DRESS**

The R-VI Board of Education requires that appropriate dress must be worn to school at all times. Good sense is the key in the selection of school attire. No clothing with alcohol, tobacco, or drug advertisements or symbols may be worn. Clothing must not contain obscene, off-color, or degrading remarks or designs. Students should not wear skimpy clothing such as midriff tops. Caps and hats should not be worn in the building. Clothing identified as gang symbols or style of dress will not be allowed. No chains or ball chain necklaces may be worn. Dress that may disrupt classroom work or school functions may not be worn. For the students' safety, it is required that students wear tennis shoes during physical education class. How boys and girls dress and look for

school is the responsibility first of the home. It should not be necessary for the school to have to contact the home because of apparel or appearance that distracts from school activity or does not meet good health or safety standards. The administrators may use their discretion in applying these rules to articles of clothing that may be determined disruptive to good school climate. ALL coats, caps, gloves, etc. should be marked with the student's name.

### **NUTRITION SERVICES PROGRAM**

The Oak Grove School District operates the National School Lunch and Breakfast Program under the guidelines set forth by the United States Agriculture Department and as administered by the Missouri Department of Elementary and Secondary Education. As a part of this program, the District will be sending home forms for application to seek assistance under the program. All students will receive nutritionally balanced, low-cost or free lunches each school day.

Opaa! Food Management is the district's food service provider and will be making printed monthly menus available for each student to assist in making nutritious choices. In addition to the access to printed menus, students can access school menus from their home computers by clicking the "School Menu" link on the district web site. Meal prices will be set by the Board of Education at the beginning of each year. All school lunch and breakfast menus meet or exceed the federal requirements for calories and key nutrients. Questions about the program should be directed to the Director of Nutrition Services at 816- 690-4156 x1431.

### **TRANSPORTATION**

The safety of all students riding the bus to and from school is a responsibility we all share. It takes all of us working together to ensure safety: students, parents, bus drivers, and school officials. The District has established the student conduct expectations listed below to ensure that all of our students are transported in the safest environment possible. Students who fail to observe these expectations will be subject to disciplinary action. Their failure to do so may affect the safety of others. Failure to follow bus expectations and regulations may result in suspension of bus riding privileges as well as school consequences depending on the seriousness of the violation.

If you should have any issues or concerns it is best to call the Transportation Office at (816) 690-3813 to schedule a time should a meeting be needed. If you need to approach the bus please do not step into the bus, instead, signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule so the driver has limited time at individual stops. Under Missouri Law unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Oak Grove School District supports this law and has posted warnings on all buses.

#### Mobile Electronic Devices

Cell phones, iPads and other similar electronic devices are permitted to be used on the School Bus as long as the user follows these expectations:

- Must be in a backpack or other holder while boarding and departing the bus so hands are free to use handrails.

- Sound must be muted or the user must use headphones, earbuds or similar.
- No material in violation of District policy and procedures.
- No sharing of content with other students outside the seat compartment they are in.
- Does not create a distraction for the driver.

\*The above only applies to the school bus; each building has specific expectations for the usage of mobile electronics. Please contact your school for their specific practice.

### **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.
- Consequences for school bus/bus stop misconduct will be imposed by the building administrator of the school attended by the student with the cooperation of the Transportation Director. Serious misconduct may be reported to local law enforcement.

### **School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school principal/designee and transportation office.

### **Rules at the Bus Stop**

- Get to your bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language. No foul language or gestures.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.

- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

### **Rules of the Bus**

- Immediately follow the directions of the driver.
- Sit in your seat (not on knees or backpack) facing forward while the bus is moving.
- Talk quietly. No foul language or gestures.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation or inappropriate conduct with another student.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs or possession of tobacco or drugs on the bus.
- Do not bring any weapon or dangerous objects on the school bus.
- Eating/drinking will be allowed only on activity/field trip buses based on the discretion of the driver, advisor or coach.
- Band instruments or school projects must be held by the student or stored under the seat or placed in a safe location at the driver's discretion. At no time will a student be denied ridership because another student's instrument is taking up the remaining seat.
  - If instruments or items will not fit safely in the seat the items will not be permitted on the school bus.
- Do not damage the school bus. Damage resulting from misbehavior shall be paid for by the student. Suspension from the bus will occur and continue until all damage is paid for.
- Ensure your student knows the danger zone (10 feet around the entire bus).

- Ensure your student is at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.

### Consequences

Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

**Elementary K-5 (The following is a list of potential consequences, however, discipline will be assigned at the discretion of the building administrator.)**

- 1st Offense** – a verbal warning to the student by driver
- 2nd Offense** – written warning to student/parent or guardian by the principal; possible assigned seat
- 3rd Offense** – 3 school-day suspension from riding the bus
- 4th Offense** – 5 school day suspension from riding the bus
- 5th Offense** – 10 school day suspension from riding bus/meeting with parent or guardian
- Further Offenses** – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year

Note: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

**Secondary (6-12) (The following is a list of potential consequences; however, discipline will be assigned at the discretion of the building administrator.)**

- 1st Offense** – a verbal warning to the student by driver
- 2nd Offense** – written warning to student/parent or guardian by the principal; possible assigned seat
- 3rd Offense** – 5 school day suspension from riding the bus
- 4th Offense** – 10 school day suspension from riding the bus
- 5th Offense** – 20 school-day suspension from riding the bus/meeting with parent or guardian
- 6th Offense** – suspended from riding the bus for the remainder of the school year



- ❑ **Further Offenses** – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

#### Other Discipline

- ★ Based on the severity of the student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may result from school bus/bus stop misconduct.

#### Records

- ★ Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records of serious misconduct will be provided to the Department of Public Safety. Records also may be maintained in the transportation office.

#### Vandalism/Bus Damage

- ★ Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

#### Notice

- ★ Students and parents will be given a copy of bus and bus stop rules when requesting school bus transportation. Rules are to be posted on each bus. Both rules and consequences will be periodically reviewed with students by the driver.

#### Criminal Conduct

- ★ In cases involving criminal conduct (for example, assault, weapons possession or vandalism), the Superintendent or local law enforcement will be informed.

### PARENT/GUARDIAN RESPONSIBILITIES FOR TRANSPORTATION SAFETY

- Becomes familiar with school district rules and policies, regulations and principles of school bus safety.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the actions of their students. Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.

- Support procedures for emergency evacuation, and procedures in emergencies as set up by the school district.
- Respect the rights and privileges of others.
- Communicate safety concerns to school administrators and transportation department.
- Monitor bus stops, if possible.
- Support all efforts to improve school bus safety.
- Only in emergency situations will a change in pick-up or drop-off locations be allowed. The child's teacher, school office, and transportation department must be notified.
- Maintain consistent pick-up and drop-off locations. Only one location for pick-up or drop off is allowed.
- Transportation will only be provided within the attendance area.

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

**Please do not park in the circle drive as it is our drop-off and pick-up area for the students.** If you need to park, please park in the lot on the south side of the building or the church parking lot across the street, then walk your child in along the sidewalk. The bus(es) will be unloaded or loaded prior to getting other students out of the vehicles. For drop-off at the beginning of your child's session: pull behind the buses) if they are in the drive; pull up to the available staff member and they will open the door to assist your child exit. For pick-up at the end of your child's session: pull behind the buses, if the bus(es) have not arrived, please wait outside of the circle drive until it arrives and pull behind the bus(es); pull up to the next available staff member and they will assist your child to enter the vehicle. Staff members will place your child in the back seat of the car in an appropriate child car seat. **Please remember it is unlawful to pass a bus when loading and unloading students. Your child's safety is of great importance to us.**

#### **HEALTH SERVICES**

Each building has a health professional available for students. The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered by the health professional. The parent is notified depending upon the nature of the accident. When the nurse or aide feels it is in the child's best interest to be dismissed from the school for illness, parents will be called to make arrangements for the child's transportation home. If your child has special symptoms requiring immediate dismissal, please inform the nurse's office in writing early in the school term. The usual criterion for dismissal is the presence of a fever, and/or vomiting, or communicable disease.

#### **MEDICATIONS GIVEN TO STUDENTS AT SCHOOL**

Giving medicine to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. Medication shall be delivered to the school health room/office by a parent/guardian or a designated adult on the school emergency card during regular school office hours. Permission forms are

available at all offices. The medication will be in a current prescription bottle or original container. Over-the-counter medications must be prescribed by a doctor. Prescription medications must have a pharmaceutical label with the name of the student, current date, medication name, and specific directions for administering. Permit forms will be available.

### **COMMUNICABLE DISEASES**

A student shall not attend school while afflicted with any disease that threatens the health of other students and district employees. The building principal may require a written statement of health from a physician prior to allowing a student to re-enter the school. Placement of students afflicted with a communicable disease will be determined by a committee comprised of the superintendent or his designee, the building principal, the child's physician and the child's parents and others as deemed necessary. The student's rights to privacy shall be respected and only those people who have a need to know will be advised of the student's identity.

### **WEATHER EMERGENCIES**

Schools will not be open when it is considered too dangerous for buses to travel. Please do not call the school office to check for school closings. Announcements will be made on radio stations and local television stations if schools will be closed. Please listen for these announcements. Parents who have signed up for School Messenger, our automated messaging service will receive a phone call or e-mail.

In the case of an actual weather emergency event, our communication system allows us to communicate internally, as needed, in a timely manner, if other systems have failed, and we will do our best to keep you updated when we divert from our normal day.

In the event of severe weather the safety of our students and staff are of the highest priority, and is our focus when weather sirens are sounded. If we have been advised to take shelter, our office staff will be sent to a safe location as well. This means our secured doors will not be monitored, and our phones will not be answered until the "all clear" occurs.

### **NOTICE: NONDISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Oak Grove R-VI School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools at 690-4156.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, title IX, or Section 504.

### **NOTICE: FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act (FERPA) afford parents/guardians and Eligible students (18 years and older) certain rights with respect to student records.

- The right to inspect and copy official school records. (A reasonable fee may be charged for copy services)

- The right to request the amendment of student records that the parent/guardian or eligible student believes to be inaccurate, misleading, irrelevant or improper.
- The right to permit disclosure of personally identifiable student information contained in student records except to the extent that FERPA authorizes disclosure without consent.
- The right to prohibit the release of student directory information. Any parent / guardian / eligible student may prohibit the release of directory information by delivering a written notice to the principal within 10 days of the date of this notice (The *latter* of : 1. the date of enrollment, 2. first day of the current school year, or 3. The first day of attendance in the current school year.)
- The right to file a complaint with the U. S. Department of Education concerning alleged failure of the district to comply with the requirements FERPA. Such complaints may be directed to:

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

**NOTICE: STANDARD COMPLAINT RESOLUTION PROCEDURE FOR EVERY STUDENT SUCCEEDS ACT (ESSA) PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under Every Student Succeeds Act of 2015 (ESSA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such complaint must be in writing and signed; it will provide specific details of the situation and will indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: complaints must be filed in writing to the Superintendent of Schools. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information may contact local or Department personnel.

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Oak Grove School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Oak Grove School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Oak Grove School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Oak Grove School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Administrative Offices 601 SE 12<sup>th</sup> Street Oak Grove, MO 64075; between the hours of 8:00 a.m. and 4:00 p.m.

This notice will be provided in native languages as appropriate.

## **FERPA NOTICE**

Annual public notice should be presented to parents or eligible students that "Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's directory information and to provide notice in writing to the school district that they choose to not have this

information released. Unless notified to the contrary, in writing, within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

### **SURROGATE PARENT NOTICE**

Pursuant to the requirements of State Law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of this requirement, the term may include the biological parent, a guardian, a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local public school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the local public school district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the Director of Special Services in the local public school district.

### **HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived

sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

### **BOARD POLICY**

Board policies may be viewed in their entirety on the district web site at [www.oakgrove.k12.mo.us](http://www.oakgrove.k12.mo.us). Please contact a building or central office administrator if you have questions.

### **COMPLAINT POLICY**

OAK GROVE R-VI BOARD OF EDUCATION POLICY FILE: KL PUBLIC COMPLAINTS  
The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

Adopted: 6/23/2014

Cross Refs: KL-AP, Public Complaints (Regulation)  
BDDH, Public Participation at Board Meetings  
GBM, Staff Grievances  
IGBC, Parent/Family Involvement in Instructional and Other Programs  
IGBCA, Programs for Homeless Students  
JFH, Student Complaints and Grievances

Legal Refs: No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 – 7941

I verify that my child, \_\_\_\_\_ and I have reviewed this handbook.

\_\_\_\_\_  
Parent Signature

**PLEASE RETURN TO EARLY CHILDHOOD CENTER OFFICE.**