

# Oak Grove Elementary

## Student Handbook

2022-2023



Home of the Panthers

Principal: Mrs. Misti Raney  
School Address: 501 East 12th Street  
Oak Grove, MO 64075  
School Phone: 816-690-4153  
School Website: [www.oakgrove.k12.mo.us](http://www.oakgrove.k12.mo.us)

This handbook belongs to:

Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

### **Message From the Principal**

Welcome to Oak Grove Elementary School! On behalf of the faculty and staff, I 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 have concerning the activities, procedures and rules for the successful daily operation of the school. I believe following these will help us have an orderly school conducive to learning.

The goals that have been set for the school by the staff and community are high, but our vision is clear. Each and every day of the school year we will be doing our best to provide your child with an exemplary school environment that is sensitive and responsive to individual needs. This is a team effort. We are counting on you to be part of the Oak Grove Elementary team!

### **Mission Statement**

Our mission at Oak Grove Elementary, in cooperation with family and community, is to assist each student in becoming a lifelong learner by providing the guidance, tools, and opportunities to maximize their academic, social, and individual potential.

### **Our Core Beliefs**

1. Logical consequences will be used instead of punishment whenever possible.
2. Problems are opportunities to learn and grow by making connections between the infraction and the action taken.
3. All individuals will be treated with dignity at all times.
4. All individuals will be guided through and expected to solve their own problems without creating problems for others.
5. Adults in the building are here to help students make good choices, and they are not here to judge.

### **School Hours**

8:25 a.m.	Students may enter the building - go to the classroom or breakfast
8:40 a.m.	Tardy Bell
3:40 p.m.	Prepare for dismissal
3:42 p.m.	Dismissal

It is very important that students do not arrive at school prior to a staff member beginning their supervisory duty at 8:25 a.m. each day. Oak Grove Elementary School doors open at 8:25 a.m. Students that wish to eat breakfast at school report directly to the cafeteria. Students not participating in the breakfast program report directly to the classroom. We ask that students do not arrive before 8:25 a.m. daily.

## ATTENDANCE

Proper attendance at school is essential to the success of our students. The loss of class time and learning experiences 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 absence.

### Steps to follow when absent:

1. Parents should call the school at **690-4153** each day a student misses school.
2. A doctor's statement may be required for an extended illness absence.
3. If your child cannot go outside for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or PE may require a doctor's statement.
4. Make-up work is required when applicable. Sufficient notice should be given to the teacher when requesting make-up work. Please request assignments by calling the school office by 9:30 a.m. Assignments will be ready at the office by 4:00 p.m.

### Excessive absenteeism:

- Students missing 5 days can expect a letter to be sent home from the principal.
- Students missing 8 days can expect a letter from the principal.
- Students missing 10 or more days will need a doctor's statement, conference with the principal and/ or intervention from outside agencies.

### Tardiness:

A student is considered tardy after 8:40 a.m. All students should report to the office when arriving late and a parent/ guardian needs to sign the student in. Excessive tardies can contribute to poor academic performance and place hardships on students to make up missed work. Even a few minutes late can start the day off wrong for the student and can be disruptive to the class.

- After 10 tardies the principal will contact parents.
- After 12 tardies the principal will contact parents.
- After 15 tardies the Division of Family Services may be contacted.

### 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 concerns in this matter. We also ask that adults picking up students be prepared to show identification.
2. If it is necessary to check your child out during the school day, please check in at the principal's office. The office will contact the teacher to send the student to the office.

### Attendance at Activities After Absence:

To attend a school-sponsored activity, a student must be at school by noon on the day of the activity if he/she has been absent that morning. 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 during the day will not be allowed to participate in or attend any activity that night.

### Perfect Attendance:

Students are recognized for perfect attendance. Students who arrive after the 8:40 a.m. tardy bell or leave prior to the 3:42 p.m. dismissal bell will not be eligible for perfect attendance recognition.

### Students Leaving School Grounds:

Students are to remain on the school grounds during school hours unless they have prior permission from the parent and principal. Permission must be secured each time they leave. For the protection and safety of the students, permission is required for students who plan to leave the school by any method or route other than their usual one.

## **BEHAVIOR EXPECTATIONS AND INTERVENTIONS**

In order to provide a productive learning environment, teachers have been given several trainings in behavioral expectations and interventions. Our goal is to help bring about lasting changes in students' attitudes towards themselves and others around them, so that they can be productive students in the classroom, are in control of their own behavior, and find acceptable solutions to their problems.

**It is never okay to be disruptive or hurtful.**

### 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 come to class promptly with the books, pencils, pens and other materials necessary for successful accomplishment of the work at hand.
- 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, both classroom and homework, regularly, promptly, and thoroughly.
- Students must recognize that the teacher is in charge in the classroom and misconduct 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, failure to bring supplies, and disturbing other students are examples of reasons for referral.

Oak Grove Elementary Behavioral Placement (BP) Continuum\*:

1. Own seat
2. Safe seat
3. Buddy room
4. Intervention/ Reset room
5. Office
6. Home

\*Minor infractions will be dealt with in the classroom, then using our BP Continuum. If a student threatens, assaults or has repeated intervention/ reset room visits, he/ she will be sent to the office and possibly sent home.

Oak Grove Elementary implements a structured behavior management program and within this program utilizes an intervention/ reset room. This program is designed to help teach students to make better decisions about their behavior, thus cutting down on the disruptions of class time due to behavioral issues. This program helps all teachers to have better conditions under which to teach and improves the quality of instruction for all students. For students, the intervention/ reset room gives them the opportunity to: calm down; be safe from acting out; and establish clear boundaries for classroom behavior. For teachers, the intervention/ reset room gives them the opportunity to: maintain order in the classroom; have a safe place for students to go; maintain a safe environment for the other children; and to be able to implement positive, constructive discipline options. The goal of the program is for students to process about their behavior and return back to the classroom that same day. The intervention/ reset room is supervised by teachers and staff.

As a staff we will continue to recognize good behavior and encourage students to follow rules and apply consequences when necessary. Positive behaviors will be recognized in a variety of ways. These include, but are not limited to: positive notes, teacher comments, phone calls, work awards, student interaction, and an increase in feelings of positive self-worth.

**Students will be expected to be: Respectful, Responsible and Safe**

**BICYCLES/ SKATEBOARDS/ SCOOTERS**

Bicycles are the responsibility of the student. The bicycles should not be ridden on school grounds. They need to be walked to the bicycle rack and locked securely. Skateboards and scooters are not allowed on school premises.

## **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.

## **BULLYING/CYBERBULLYING**

Oak Grove Elementary is committed to a safe, educational environment for all students. Our school will be free from harassment, intimidation or bullying including cyberbullying. We have the further expectation that no student shall be a passive bystander when encountering any sort of bullying behavior. Students are to get help from an adult by reporting the incident.

### 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.

## **BUS RIDER POLICY**

All bus riders can have two drop off locations; a permanent address and alternative address. Parents must send in a note or call the office before 3:00pm to switch from the permanent address to the alternative address. Parents must also call the bus barn at

690-3813 to notify the driver before 3:00pm. If a parent needs to change one or both of the drop off location addresses, it may take 24-48 hours to make that switch.

## **BUS RULES AND REGULATIONS**

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.

### 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.

#### 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.

#### 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.

### **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 the 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 two locations for pick-up or drop off are allowed.
- Transportation will only be provided within the attendance area.

### **PARENT AND GUARDIAN NOTIFICATION**

- A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child requests transportation. Parents and guardians are asked to review the rules with their students

The Oak Grove School District contracts with First Student Bus Services to provide student transportation services to the patrons of our community. To set up bus service or for other questions/concerns you can contact the transportation department at **690-3813**.

## **CAFETERIA RULES**

We expect all of our students to conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:

1. Enter and leave the cafeteria at a walk.
2. Form and keep a single line at each service area.
3. Go through the serving line one at a time and stop to get silverware and napkins before being seated.
4. Be seated and remain seated at your table until dismissed by the cafeteria supervisor.
5. Leave the cafeteria during the lunch period only with the permission of the cafeteria supervisor.
6. Refrain from pushing and jostling neighbors in line.
7. Conversation at the lunch table is permitted; however, loud and boisterous talking or yelling is not permitted.
8. Students should raise their hands to ask the cafeteria supervisor for assistance, or to get out of their seats.
9. Students are NOT to throw any objects.
10. Students are NOT to take food of any kind from the cafeteria.
11. Students are NOT to share food from their plates or lunches brought from home.
12. Leave the tables clean and suitable for lunch use by other students.
13. Pick up and throw away paper and food that is left on the tables or dropped on the floor.
14. Students should not bring toys or fidgets to the cafeteria.

## **CELL PHONES**

Oak Grove Schools discourage the possession of cell phones and/or smart devices (watches, tablets, etc...) in the building and strictly prohibits the use of cell phones and such devices during school hours. The use of cell phones/ smart devices includes but is not limited to text messaging, making a call, turning down the volume, and using the camera or other features on the device. If a cell phone/ smart device is used or heard during school hours, it will be taken to the office to be picked up by a parent.

## **CHANGE OF ADDRESS AND PHONE NUMBER**

It is important that the school has a current address and phone number on file. Please notify the office of any changes as soon as possible. A change in address will require new proof of residency paperwork, which includes providing the office with a current water, gas, or electric bill.

## **COMMUNICATION**

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

**Grade Cards:** 1st quarter grade cards will be given out at Parent/Teacher Conferences. All consecutive report cards will be emailed out and distributed to each student. Please make sure the office always has an updated email address on file. Paper copies will be provided for those without a valid email address on file.

**Newsletters:** The principal and Panther Connection team send home 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 the teacher's voice mail at any time to leave a message. Your call will be returned promptly.

**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 all our schools' web pages.

**Communication with non-custodial parents:** 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. 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 or ask the school to contact both households due to discipline issues or routine phone calls.

## **COMPLAINT POLICY**

LEAs must have board-adopted Standard Complaint Resolution Procedures for ESEA programs. These procedures are used to resolve allegations of violations of requirements under the federal programs. LEAs must annually disseminate the complaint procedures to parents of students and to appropriate private school officials/representatives.

### **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

## **COUNSELING SERVICES**

A full time school counselor is available at Oak Grove Elementary School. The counselor will be there to assist students and provide counseling services and to conduct classroom guidance sessions. Students and parents are encouraged to make use of the counselor by arranging for an appointment through the counselor's office.

## **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 after 3:20 to collect their delivery. To maintain student safety, glass containers and balloons are not allowed on the school buses.

## **FIELD TRIPS**

Each grade level may take two educational field trips each school year. Only parents or legal guardians with a valid background check may volunteer as chaperones.

Parents/Guardians are responsible for the cost of the background check which is approximately \$45.00 and will be valid for 3 years. If a limited number of chaperones are needed, the classroom teacher will draw names. Parents should not obtain a background check until they have been notified by the teacher that they were selected. Younger siblings or other family members should not attend. Unfortunately, all field trips have to be paid in full before the date of the event, so no refunds can be given if a student or chaperone is absent on the day of the trip.

## **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.

## **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. Students should be fever free for 24 hours before coming to school.

### 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. Prescription medications must have a pharmaceutical label with the name of the student, current date, medication name, and specific directions for administering.

### 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.

#### HEAD LICE:

The school will send home students with live head lice with specific instructions, which must be followed before the student can return to school. Parents are advised to contact the school if they find head lice on their child. All information will be handled in confidence.

#### 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.

#### **LUNCH VISITORS**

Parents and other family members occasionally wish to eat lunch with their child at school. We ask that you check with either the teacher or the office about the time that your student will be in the lunchroom. Students are expected to stay on the schedule of their class. Visitors are asked to eat lunch with only their family member, making this a special occasion. We also ask that arrangements be made for the care of siblings, allowing your visit to be personal just for you and one of your favorite students.

Due to limited space, no more than two adult visitors are allowed. Lunch visitors will be allowed on a first come first serve basis. Please reserve a spot by calling the office (690-4153) by 9:00am the morning of your visit. Guests must be listed in our school information portal as a parent, guardian or emergency contact. Please provide identification upon arrival. If you plan to purchase a school lunch, please let the office know the morning of your visit to allow our lunch count to be accurate. Guests will be allowed to and from the cafeteria only. A special table will be designated for our lunch guests.

#### **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 of 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: FERPA**

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.

**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: 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 the 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.

## **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.

## **NUISANCE ITEMS**

Items which have the potential to disrupt the educational process are not allowed at school. This would include toy guns of any kind, radios, cameras, I-POD/ MP3/CD players, electronic toys, trading cards, chains, and other items deemed to be disruptive.

## **NUTRITION SERVICES PROGRAM**

Opaal! 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 website. 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 Food Services at 816-690-4156 x1431.

Opaal! uses a debit card system. Each student is issued an ID number that is used to purchase their meals. Lunch money is collected in the classrooms and credited to the students' accounts. It is recommended that money for lunches be sent weekly or monthly so students are not carrying money to school daily. Milk is included in the cost of the hot lunch. Milk (or juice when available) may be purchased by children who bring their lunch from home. Students may purchase an extra milk or juice. Please do not send drinks in glass containers. Students are encouraged to bring healthy meal choices in their lunches from home. Each class is scheduled for a 20 minute lunch period.

## **OAK GROVE R-6 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.

## **PARENT LINK- OG APP**

The Elementary School has activated a Parent Link on our website. Through this web-based system you will be able to view your child's demographic information. Parents will have the opportunity to sign up for Parent Link during enrollment or by contacting the school office. Parents must have an email address to use Parent Link.

The Oak Grove R-VI School District App is now available for download in your iTunes or Android App Store. The OGR6 App will give you quick access to information and activities in each building. Please follow the link below for more information.

<http://launch.customschoolapp.net/oakgrover-vi/>

## **PLAYGROUND-RECESS POLICIES**

Play periods are supervised by school employees. Children are expected to participate in play activities unless excused for medical reasons. 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 or hot 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 are NOT to 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.

## **PLAYGROUND- RECESS RULES**

- Rocks stay "grounded"
- Feet first on the slide
- No toys brought from home
- No hanging in trees
- When on the swings - sit, no jumping, no pushing, one at a time
- When on the monkey bars - one way
- No tag or chasing games
- No play fighting, wrestling or karate
- Play games and use equipment safely and appropriately

## **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 12th 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.

## **RESIDENCY VERIFICATION**

The Oak Grove School District requires all families to provide a new proof of residency each year in August to verify living within our district boundaries. The following items are accepted:

1. July or August utility bill: gas, electric or water
2. Rental Contract (with all signatures)
3. Mortgage Contract (with all signatures)

## **SAFE SCHOOLS ACT**

In May of 1996, the Missouri General Assembly passed House Bills 1301 and 1298 collectively known as the "Safe Schools Act." The Safe Schools Act is a major effort to improve safety, security, and student discipline in Missouri schools.

The Oak Grove R-VI School District, in accordance with the "Safe Schools Act" recognizes there are certain behaviors that cannot be tolerated in any public school setting. In support of this effort, the Oak Grove R-VI School District has adopted a "Zero Tolerance Policy" in the following areas:

- **Drugs:** Possession of, purchase, or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia. Sale, or distribution of any prescription drug, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.
- **Weapons:** 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.
- Any device or instrument, 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.
- The punishment for having such items as a toy gun and/or pocket knife in a child's possession depends on how the item is being used by the child.
- **Acts of Violence:** Students shall not commit any act which in its commission is violent. An act of school violence is the exertion of physical force by a student with the intent to do physical injury to another person or that creates substantial risk of death, disfigurement, or protracted loss or impairment of the functional of any part of the body.

Violations of any of these areas will result in a suspension from school or expulsion. All cases will be referred to the appropriate legal authorities and prosecuted to the maximum extent of the law. This policy applies to all district buildings, on or about school grounds, at all school activities, or activities involving Oak Grove R-VI Schools, or in any vehicle that is used to transport students for the school district.

The Oak Grove R-VI School District considers it to be unacceptable and a serious violation of this policy if any conduct inhibits good order and discipline in the schools or which tends to impair the morale or good conduct of students. As a result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school or school activities.

**Unacceptable conduct includes, but is not limited to, the following:**

- Tardiness; truancy, excessive absences;
- Failure to obey school rules; failure to obey instructions of a school official; dishonesty;
- Possessing, using, or selling tobacco;
- Stealing and vandalizing or otherwise damaging property; cheating; gambling;
- Setting fire on school property or possession or use of fireworks of any kind
- Extortion (Using threats or violence to get money or property or to conceal wrongdoing);
- Sexual harassment and sexual violence; racial/ethnic harassment;
- Scuffle, fighting, assault and battery; obscenity; open defiance, profanity, threats by word or deed; unruly conduct that disrupts school;
- Any conduct which would subject a student to criminal prosecution.

## **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/ halter tops or extreme short shorts or skirts.
- Caps and hats should not be worn in the building.
- Clothing identified as gang symbols or style of dress will not be allowed.
- 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.
- The administrators may use their discretion in applying these rules to articles of clothing that may be determined disruptive to a positive school climate. ALL coats, caps, gloves, etc. should be marked with the student's name. School appropriate attire will be at discretion of staff.

## **SCHOOL MESSENGER**

The district has an automated voice messaging system called School Messenger. Parents have the opportunity to sign up for School Messenger at enrollment. Parents who sign up for School Messenger will receive phone calls, texts or emails for important reminders, upcoming school events, and cancellations due to weather.

## **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.

## **STUDENT BIRTHDAYS/ TREATS/ SNACKS**

Students with birthdays during the school year are recognized during the morning announcements on the day of their birthday. At that time, they are invited to come to the office and get their birthday book. Students who have birthdays which fall on a weekend or holiday are recognized prior to the date. 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. Due to an increasing number of students with life threatening food and nut allergies, as well as students with special dietary needs, **it is required that any food for distribution and/or instruction be nut free and be commercially labeled**

**with ingredients (store bought).** Students who bring invitations to school for distribution must include all students in that classroom or all girls/boys. Due to confidentiality restrictions, school personnel are not allowed to provide student address and/or phone number information for party invitation purposes. **All treats and snacks must be prepackaged and store bought.** No homemade treats or snacks are allowed at school. We strongly encourage you to select a treat or snack with nutritional value.

## **STUDENT SAFETY**

Student safety is very important to us. 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 doors remain locked during the day. **We ask that all visitors check in at the office when arriving at school to eat lunch with a student, to do volunteer work, or to pick up a student.** The office will notify the teacher of your arrival and give you a visitor's pass. **Any adult appearing at a classroom door without notification from the office will be asked to return to the office to check in.** 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 a suspension of up to 10-days. The student may be required to have verification from a trained mental health expert indicating the student is not a threat to him/herself or others.

## **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, flash drives may not be brought from home.

## **TELEPHONE USE BY STUDENTS**

Students will not be permitted to call home for non-essential items.

## **TRANSFER OF STUDENTS**

If you plan to move from this school district, please notify the principal's 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.

## **TRANSPORTATION CHANGES**

Parents are asked to make after school arrangements with their children before they leave home by sending in a note with the student or by calling the Elementary office before 3:00pm. Please note that every attempt will be made to ensure that your child arrives home safely, but in the event that you need to change your child's end of the day routine, please note the following:

- **Bus Rider Policy:** Parents must send in a note or call the office to notify of the change. Parents must also call the bus barn at 690- 3813 to notify the driver. There may be times when a student wants to ride a bus home with a friend. A note must be written requesting that this be done.
- **Signing Out:** When it becomes necessary for you to pick your child up from school during school hours, please do so before 3:00pm. For the safety of our students, we do not want adults in our building during our end of the day dismissal procedures. After you are buzzed into the building, please come to the office and follow the sign-out procedures. Your child will be called to the office to meet you. If our staff is unfamiliar with the person picking up your child, picture identification will be requested.

## **WATER BOTTLES**

Students are encouraged to bring a water bottle to school each day. We have several water bottle filling stations available for student use throughout the building.

## **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 also 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 and/or email.

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.

## Contract for Safe Schools

### Student/Parent Oak Grove Elementary

I do hereby pledge to assist in making our school a safe place for all that attend.

1. I have read and understand the expectations outlined in the OGE Student Handbook.
2. I understand that bomb threats are in violation of school policy and carry legal consequences as well. I further understand that the consequence under school policy for a bomb threat is long term suspension or expulsion from school.
3. I understand that bringing a firearm or dangerous weapon to any school or onto the school premises is a violation of school policy and a class 1 misdemeanor that will be reported to law enforcement. Violation of this policy will result in long term suspension or expulsion for up to 12 months.
4. I understand that false fire alarms are in violation of school policy and are illegal, will result in out of school suspension and will be reported to law enforcement.
5. I understand that bullying, harassing or tormenting other people is a violation of school policy and that this behavior will not be tolerated in accordance with school district policy.
6. I understand that behavior which causes disruption to the learning environment will not be tolerated.
7. I further understand that I will report to a teacher, counselor or principal, comments that I hear other students make regarding any of the above.