

**OAK GROVE HIGH SCHOOL
STUDENT HANDBOOK
2024-25**



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MESSAGE FROM OGHS ADMINISTRATION

On behalf of the faculty and staff, we take pleasure in welcoming you to Oak Grove High School – Home of the Panthers. The OGHS faculty/staff believes that all students can learn and succeed. We want to see all students succeed in academics, co-curricular and extra-curricular activities, and citizenship. In striving to reach this goal, we need a cooperative spirit among the students, faculty/staff, parents, and community. You are embarking on an exciting experience. The school spirit at OGHS is contagious; please show your PANTHER pride at all times. We encourage you to become actively involved in your studies and any OGHS activities, clubs, sports, and organizations. Please approach your education positively and respectfully. Go Panthers!

This document will acquaint you with the rules and regulations set forth by the Oak Grove R-VI Board of Education and administration and will provide you with information about OGHS organizations and activities. It will also provide a brief overview of OGHS policies and procedures. You can find a complete set of policies and regulations at the District Central Office and on the district website: www.oakgrove.k12.mo.us.

Because we cannot possibly list every situation that may occur, we will utilize discretionary methods when we are investigating situations and assessing consequences. We hope to deter inappropriate behavior by assessing consequences; therefore, we may modify the procedures listed in this handbook to accomplish that objective.

We wish you success and happiness in all your endeavors at OGHS. Please know that we, and the entire OGHS faculty/staff, will assist you in any way possible along the path of college and career readiness and successful completion of graduation requirements.

Sincerely,

Mr. Adam Salmon, Principal
Mr. Jacob Newman, Assistant Principal

Oak Grove High School
605 SE 12th Street, Oak Grove, Missouri 64075, P – (816) 690-4152 F – (816) 690-5666

CODES

School District Code – 048-070, OGHS Building Code – 1050
Oak Grove High School Test Center Code – 203-950
ACT Reporting Code for OGHS – 262-465

VISION

The Oak Grove R-VI District will be the leader in providing innovative opportunities and experiences for students.

MISSION

To empower and inspire learners to maximize their potential

MOTTO

Learners today, Leaders tomorrow #bettertogether

OGHS SCHOOL SONG

Oh, Oak Grove High, we love you more each day.
We say you're growing better in every way.
We love your colors; they are always bright.
Your standards are so high; for them we'll always fight.
Our loyalty comes down from days of yore.
Our fathers had it; we all need some more.
So we will show them we deserve the rep.
We've got the pep for Oak Grove High!

GRADUATION REQUIREMENTS

The Oak Grove R-VI Board of Education has established the requirements for graduation from Oak Grove High School. The following list shows the required units:

<u>2024 and beyond</u>	
English	4
Mathematics	3
Science	3
Social Studies	3
Fine Art	1
Practical Art	½
Physical Education	1
Health	½
Personal Finance	½
Speech	½
Electives	<u>7</u>
Total	24

Student Academic Achievement Graduation Requirements:

1. Students must earn the minimum twenty-four (24) units of credit.
2. In addition to the program of study for graduation, students must pass proficiency exams concerning American History, American Institutions, and the Missouri and the United States Constitutions to qualify for graduation from the district. Students starting with the 2017-18 9th grade class must pass an American Civics exam. Students must also complete thirty (30) minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of Heimlich maneuver or other first aid for choking.
3. No student shall graduate without successfully completing a course of instruction of at least one (1) semester in length on the institutions, branches, and functions of the government of the state of Missouri, including local governments, the United States government, and the electoral process.
4. Students transferring to Oak Grove High School from a block schedule must earn one (1) additional credit for each year of attendance at the previous block-scheduled school. Any exception to this policy will require approval by the principal.
5. Graduation requirements and grading scales for students with a disability may be determined according to the students' Individualized Education Program (IEP).
6. Students must attend at least seven semesters.

GRADUATION PRIVILEGES

1. Receive Diploma.
2. Participate in Commencement: A) Attend a minimum of seven semesters. B) Attend Commencement exercise rehearsal.

All students who have successfully completed the graduation requirements for a high school diploma and have remained in good standing may participate in graduation exercises, provided they attend practice. Students must not decorate their graduation caps and must wear only school-issued/related items around their necks or on their graduation gowns, with the exception of Girls Scouts Gold Award or Boys Scouts Eagle Rank cords. Any other nationally-recognized paraphernalia must receive Board of Education approval via the principal.

CAMPUS COURTESIES

Pride in Oak Grove High School should be demonstrated by the way students treat other students, teachers, property, and equipment. Everyone should observe thoughtfulness, sportsmanship, respect, integrity, compassion, and responsibility. Positive behavior is essential throughout the building and in all activities and events in which the school participates. All students' behavior should remain above reproach. Offenses of an extreme nature such as vandalism, theft, false alarms, and alcohol and drug abuse may result in long-term suspensions or other punishment for the first offense. Likewise, students may not smoke, including vapes or other electronic devices, or chew tobacco on school property or at any school-sponsored events. As students enrolled in the last four grades of secondary education, you know the difference between acceptable and unacceptable behavior. Please act accordingly. No student has the right to interfere with the learning or safety of another student, nor does any student have the right to make someone else feel uncomfortable or less of a person.

HABITS OF THE MIND

The OGHS faculty believes that students must take responsibility for their learning. We encourage the following Habits of the Mind:

CRITICAL THINKING – Being sensitive to others' feelings and levels of knowledge.

Restraining impulsivity. Taking a position when the situation arises. Being accurate and seeking accuracy. Being clear and seeking clarity. Being open-minded.

CREATIVE THINKING – Generating, trusting, and maintaining your own standard of evaluation. Pushing the limits of your knowledge and abilities. Engaging intensely in tasks even when answers or solutions are not immediately apparent. Generating new ways of viewing a situation outside the boundaries of standard conventions.

SELF REGULATION – Planning. Evaluating the effectiveness of your actions. Being aware of necessary resources. Being sensitive to feedback. Being aware of your own thinking.

A+ SCHOOLS PROGRAM

The A+ Schools Program offers OGHS students the opportunity to earn tuition assistance after high school graduation. Students who fulfill the nine guidelines set forth by the A+ Schools Program may receive tuition money to attend any community college or vocational/technical school in Missouri. Students and parents interested in this program should communicate with the A+ coordinator.

ACADEMIC HALL OF FAME

To recognize students for their outstanding academic achievements, OGHS offers an academic hall of fame. Students must meet at least one of the following criteria: 1) National Merit Scholar (on any level) – based on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT), 2) Bright Flight recipient – based on the ACT score in Missouri – and a 4.0 or higher GPA, 3) Advanced score on at least four EOC's and a 4.0 or higher GPA, or 4) Score of 5 on at least two (2) Advanced Placement exams and a 4.0 or higher GPA.

ADVANCED PLACEMENT

OGHS offers students the opportunity to take Advanced Placement courses in numerous disciplines. The College Board's Advanced Placement program enables students to pursue college-level studies — with the opportunity to earn college credit, advanced placement, or both — in high school. Please see the Career and Educational Planning Guide on the HS website under Counseling Office for more information.

ADVISORY PROGRAM – PANTHER PRIDE TIME

To assist students in connecting with school and developing positive relationships, OGHS conducts an advisory program throughout the school year. Topics covered include character education, study skills, and personal plans of study.

ATTENDANCE (GENERAL PROCEDURES)

Regular attendance and participation in classroom instructional activities provide essential steps to achieving the educational objectives for each class. The Oak Grove High School faculty/staff expects every student to attend school and all assigned classes every day. We encourage parents to discuss good attendance with students and to excuse them only for an illness or other emergency. We believe HS students must learn the valuable concepts of attendance and punctuality for their maturation and acceptance of their responsibility for their actions. Good school attendance prepares teenagers for attendance requirements placed upon them as adults. Poor attendance at work sometimes leads to job dismissal; poor attendance at school results in loss of instruction. When students miss class, they miss the material covered, the opportunity to interact with the teacher as well as other students, and the opportunity to pursue learning opportunities available only in the classroom interaction. The faculty/staff cannot teach students who do not attend school.

In dealing with attendance, as well as all other areas, parents and the professional faculty/staff must work as partners. We understand that many activities outside the school curriculum provide worthwhile educational experiences, and we do not intend to limit these experiences. We do, however, ask parents to make every effort to schedule these activities outside the regular school day and year. As we often say, “When you miss school, you miss out.”

The net effect of an unexcused absence or absences may be a reduction in the student's grade. Additionally, students who have accrued unexcused absences may be required to attend after school classes or Saturday classes to complete classroom work covered in their absences. A student's attendance record is important as it becomes a part of his/her permanent lifetime record on their high school transcript. College admission offices and potential employers will carefully evaluate school attendance. Students with regular attendance generally earn higher grades than

those students with poor attendance. All medical appointments should be made outside the regular school day whenever possible.

OGHS allows students eight (8) absences per semester. An absence is defined as missing all or any major portion (more than 20 minutes) of one or more class periods. Any absences beyond eight (8) will automatically be unexcused and will result in a 2% reduction per day of all quarter grades. All absences, even beyond the eight-day limit, must be verified by a parent phone call to the HS office within forty-eight (48) hours at 816-690-4152. If the office doesn't receive a phone call, the absence will be treated as truancy (see Discipline Procedures). The administration will contact the parent(s) via mail when any student reaches his/her 4th and 8th absences. While the school will make these contacts, ultimately the student must monitor his/her own attendance. We also encourage parents to monitor attendance through SIS Parent Portal. If a student and his/her parent(s) feel justified that extraordinary circumstances have contributed to reaching the eight-day limit, they may appeal to the principal/assistant principal. The student/parent(s) must complete and file an appeal form within five days from the receipt of the letter from the principal/assistant principal. The principal/assistant principal and a counselor will review the appeal and determine the necessity of a hearing from the Attendance Review Committee: the principal and/or assistant principal, counselor, and at least two teachers. Absences that do not count toward the eight-day limit include authorized school activities and out-of-school suspensions. Students attending school-sponsored activities assume full responsibility in securing and completing make-up work from all classes that they miss. If the students do not contact the teacher(s) or do not complete the work in the allotted time, they will not receive credit for the assignments.

Parents MUST contact the school and give the reason for the absence (no notes). The high school number is 816-690-4152. An excuse phone call will not be accepted after 48 hours. School officials will determine whether the absence is excused or unexcused. Should the parent decide not to give a reason for the absence, the absence is unexcused. Students will be allowed to complete all work missed due to the absence; however, the daily attendance grade will be reduced 2% for each unexcused absence for all grades for that quarter. The student must initiate the make-up work upon immediate return to each class. If the student knows of the assignment or test before his/her absence, the teacher may request that the work be done the day of return. The classroom teacher will determine the make-up work and the time allotted for the work. Should a grievance concerning the time allotted for make-up work arise, the principal/assistant principal will make the final decision. Work not completed in the allotted time will result in a zero. Parents should contact the principal prior to a lengthy absence. Homebound programs are available. If vacations must be taken during school time, assignments for homework must be secured before the student leaves school.

Students sent home for disciplinary reasons will be unexcused for all classes missed, and the daily attendance grade will be reduced 2% for that semester.

The Oak Grove School District does not sanction any skip days. Students involved in a skip day will be unexcused.

Students who do not attend school but do attend work or a school activity will receive an unexcused absence for the day, and the daily attendance grade will be reduced 2% for all grades for that quarter.

The building principal will use discretionary methods in dealing with procedures for making up work, reporting absences, etc.

Students must supply the principal/assistant principal/office personnel with a note from any doctor/dentist appointment to verify the time and date of appointment. OGHS will excuse students for travel time and the actual appointment only. If OGHS does not receive the note within 48 hours of the absence, it will be counted as unexcused.

Students visiting colleges must supply a form verifying the college visit. Students may get forms from the counseling office or the principal's office.

Compulsory Attendance Law (www.dese.mo.gov)

Section **167.031**, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.

- The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases.
- Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.
- **Who bears the primary responsibility of ensuring that a child within compulsory attendance age regularly attends one or a combination of schools as required by law?**

Every parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district has the primary responsibility of ensuring that the child regularly attends school. A parent, guardian or custodian of a child or children who do not regularly attend school may be reported to the Department of Social Services, Children's Division, or to the county prosecutor's office. A violation of the compulsory attendance law is a class C misdemeanor.

ATTENDANCE (ACTIVITIES)

To attend an activity sponsored by the school or held at the school/opposing school, a student must arrive at school by noon on the day of the activity if he/she has missed that morning. If the absence covers one or more days, the student must attend all day of the activity. If a student leaves school throughout the day, he/she may not attend any activity after school. Some excused absences may be arranged with the principal/assistant principal before the absence occurs. If students leave the premises during an activity, they will not be readmitted. OGHS does not allow pets at activities. If students do not attend school but do attend an activity, they will be asked to leave or receive an unexcused absence for the day.

BEHAVIORAL INTERVENTIONS

Depending on the nature of the inappropriate behavior, the OGHS administration and faculty/staff can utilize any of the following disciplinary actions (listed in alphabetical order, not in order of use):

Activity Restriction – Students may be required to spend a period of time out of a specific classroom or area. During this time, students may be isolated in the office for the safety of self/others.

Activity Suspension/Expulsion – Students may be suspended or expelled from attending school-sponsored activities.

Assigned Tasks – Students may be assigned specific duties/tasks to be completed in a certain amount of time.

Detention – Students may be assigned a one-hour or two-hour detention after school. OGHS expects students to follow all school rules and requires students to complete academic work during detention time.

Expulsion – Based on the severity of the action, students may be expelled from school by the Oak Grove R-VI Board of Education.

Intervention Plan – Students may be assigned a plan of success by the faculty/staff, with input from parents, to modify the students' school day and activities.

In-School Suspension – Students may be required to serve one day or several days in ISS to avoid out-of-school suspension. Misbehavior in ISS will not be tolerated and will result in out-of-school suspension.

Loss of Privileges – Students may lose certain school activity privileges (driving or parking on campus/eating in the cafeteria/etc.).

Notification of Legal Authorities – School personnel may contact the appropriate legal authorities if necessary.

Out-of-School Suspension – The principal/assistant principal may suspend students from school and school activities for a period up to ten (10) days. The superintendent may suspend students from school and school activities for a period of up to one hundred eighty (180) days.

Parent Conference – The principal/assistant principal may require a parent conference to discuss the incident and/or consequences and to provide/obtain further information.

Parent Contact – The principal/assistant principal may contact parents by phone, email, or letter.

Restitution – Students may be required to clean, repair, or compensate for lost, damaged, or stolen property.

Student and Principal/Assistant Principal Conference – The principal/assistant principal may require a conference with the student to obtain a commitment, oral or written, to correcting the behaviors.

Wednesday/Friday/Saturday School – The principal/assistant principal may assign a Wednesday, Friday, or Saturday school (3-hour detention) to correct the behavior. OGHS expects students to follow all school rules and requires students to complete academic work during Wednesday, Friday, or Saturday school time. Misbehavior or noncompliance to all school rules, including cell phone use, will result in additional consequences, including but not limited to out-of-school suspension.

*One Wednesday/Friday/Saturday school per semester may be rescheduled if a parent notifies the principal or assistant principal one day in advance.

*OGHS does not assume responsibility for transportation after detentions or Wednesday, Friday, or Saturday school detentions, and students may not ride the 2nd bus route. If school dismisses early or is not in session on a scheduled Wednesday or Friday, OGHS will reschedule with the individual students. If school dismisses or is not in session on a Friday before a scheduled Saturday school, OGHS will again reschedule with the individual students.

BOARD POLICY

Board policies may be viewed in their entirety on the district web site at www.oakgrove.k12.mo.us. Please contact a building or central office administrator if questions arise.

CADETS

The cadet program allows interested students the opportunity to assist a teacher with daily tasks. Students who wish to cadet must complete a request from the counseling office. To be eligible, they must have earned a 2.0 grade point average with no F's during the preceding quarter/semester and must enroll **in a minimum of five courses, four of which must be upper level core courses**. Active cadets' grades are checked at the end of each quarter to assure eligibility. Cadets will report to ISS if subject to disciplinary action and may be removed from the program at any time under the discretion of the administration. Students will be assigned an hour for cadetting and will be placed with interested teachers. Students may cadet either 1st or 2nd semester or the full year; however, new cadets will not be added 2nd semester. All cadet applications must be filed and completed during orientation.

CELL PHONES

Oak Grove High School discourages the possession of cell phones in the building and strictly prohibits the use of cell phones during school hours. The use of cell phones includes but is not limited to text messaging, making a call, checking the time, turning down the volume, and using the camera or other features on the phone. See Discipline Procedures for the consequences for cell phone use during school hours. The principal's office provides a phone for student use. Students who need to call someone throughout the day for any reason should use that phone.

CLASS SCHEDULE

Warning Bell	7:25 AM		
1 st Hour	7:30 AM – 8:21 AM		
2 nd Hour	8:25 AM – 9:16 AM		
3 rd Hour	9:20 AM – 10:11 AM	Lunch Shifts	
4 th Hour	10:15 AM – 11:06 AM	1 st	11:10 AM – 11:34 AM
5 th Hour	11:10 AM – 12:30 PM	2 nd	11:38 AM – 12:02 PM
6 th Hour	12:34 AM – 1:25 PM	3 rd	12:06 PM – 12:30 PM
7 th Hour	1:29 PM – 2:20 PM		
8 th Hour	2:24 PM – 2:40 PM		

CLUB OR CLASS OFFICERS

According to Board of Education policy, any student nominated for a position on the Student Council, a class office, or any other organization shall possess the following qualifications:

- ~ Must have attended school in the Oak Grove School District for at least 30 days preceding his/her nomination,
- ~ Must not have failed any classes the prior semester,
- ~ Must have exhibited proper citizenship (administration discretion),
- ~ Must have earned a 2.5 GPA the preceding semester and maintain it,
- ~ Must have completed a petition.

The following standards should serve as a guide for OGHS clubs:

- ~ All clubs must provide a written constitution approved by the principal.
- ~ All clubs must provide a faculty sponsor.
- ~ All meetings must be held on the school premises unless the principal grants permission.
- ~ A sponsor must approve all meetings.
- ~ The principal must approve all planned activities.

CLUBS AND SPORTS

OGHS offers several clubs and sports for students to showcase their individual and team talents and to experience opportunities not available in the regular school curriculum. We encourage all students to participate actively in one or more clubs or sports. Any new club requires the following items: 1) high school employee as a sponsor, 2) constitution and by-laws, 3) minimum of ten (10) student members, 4) Principal approval.

Fall Sports – B Soccer, G/B Cross Country, Football, Softball, Girls Volleyball, Girls Golf

Winter Sports – Girls Basketball, Boys Basketball, Girls Wrestling, Boys Wrestling

Spring Sports – Baseball, Boys Golf, G/B Track and Field, Girls Soccer

Clubs/Activities – National Honor Society, Art Club, Cheer, Panther Pak, TREND, AFS Club, Book Club, Scholar Bowl, Student Council, Future Business Leaders of America, Air Force Junior ROTC (with Blue Springs South High School), Speech/Debate, Theatre, Oak Grove Thespian Society, GSA, Esports, Future Teachers Club

COLLEGE PREPARATORY CERTIFICATE

OGHS students can earn a local college preparatory certificate by completing the following criteria: a minimum of twenty-four (24) credits during grades nine through twelve, including four math and three additional core or foreign language credits beyond the minimum Missouri core requirements; a minimum 3.75 GPA in English, math, science, social studies and foreign language classes; an ACT score that meets or exceeds the national average; and a 95% cumulative attendance rate.

CORPORAL PUNISHMENT

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

COURSE CHANGES

A master schedule of classes offered and teacher assignments is developed based on student pre-enrollment. No course changes will be made after the first three (3) days of each semester. No changes will be made until the counseling office receives a course change form signed by both teachers involved and a phone conversation confirmation from the parent/guardian. Any student who must drop a course after the tenth (10th) day of the semester will receive an automatic F on his/her transcript.

DIRECTORY INFORMATION

Student information, such as parent's name, address, and telephone number will be released to local organizations, military recruiters, and institutions of higher education that request them, unless the parent informs the office, in writing within seven (7) days after the start of school, that this information should be kept confidential. Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The following are examples of directory information: student's name, parent's name, date and place of birth, bus assignment, enrollment status (i.e. full or part time), participation in activities and sports, weight and height of team members, dates of attendance, honors and awards received, artwork or coursework displayed by district, most recent school attended, and photographs, videotape, digital images of recorded sound unless such photographs, videotapes, digital images of recorded sounds would be considered harmful or an invasion of privacy.

DISCIPLINE PROCEDURES – See Board of Education Policy JG-R

The Student Code of Conduct is designed to foster student responsibility, to teach respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, this code does list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots, and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. The following list describes prohibited conduct as well as potential consequences for violations.

Academic Dishonesty

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.
First Offense: No credit for the work, grade reduction, or replacement assignment
Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities

Assault

1. Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person
First Offense: Principal/Student conference, detention, in-school suspension, Wednesday/Friday/Saturday School, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: In-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion and Notification of law enforcement

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion and Notification of law enforcement

Automobile/Vehicle Misuse

Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on district property

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-10 days out-of-school suspension

Bullying and Cyberbullying

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes but is not limited to: physical actions including violence, gestures, theft, or damaging property; oral or written taunts including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-180 days out-of-school suspension

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

Dishonesty

Any act of lying, whether verbal or written, including forgery

First Offense: Nullification of forged document and principal/student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Nullification of forged document and detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-180 days out-of-school suspension

Disrespectful or Disruptive Conduct or Speech

Verbal, written, pictorial, or symbolic language or gesture directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Subsequent Offense: Detention, in-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Cafeteria Misbehavior

First Offense: Clean-up and loss of cafeteria privileges or detention

Subsequent Offense: Clean-up and in-school suspension or Wednesday/Friday/Saturday school

Drugs/Alcohol

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

First Offense: In-school suspension, Wednesday/Friday/Saturday school, or 1-180 days out-of-school suspension

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

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

First Offense: In-school suspension, Wednesday/Friday/Saturday school, or 1-180 days out-of-school suspension

Subsequent Offense: 11-180 days out-of-school suspension or expulsion

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

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion

Extortion

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

First Offense: Principal/Student conference, detention, in-school suspension, Wednesday/Friday/Saturday School, or 1-10 days out-of-school suspension

Subsequent Offense: In-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

Violating the conditions of a suspension, expulsion, or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, in-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms

Tampering with emergency equipment, setting false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property

First Offense: Restitution and principal/student conference, detention, in-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: Restitution and in-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Fighting (see also, "Assault")

Mutual combat in which both parties have contributed to the conflict either verbally or physically

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

Subsequent Offense: In-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Gambling

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

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

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

Harassment, including Sexual Harassment

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

2. Unwelcome physical contact of a sexual nature or contact based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law.

First Offense: In-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

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

Hazing

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization, or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension, Wednesday/Friday/Saturday school, or 1-180 days out-of-school suspension

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

Incendiary Devices or Fireworks

Possessing, displaying, or using matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation and warning, principal/student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Confiscation and principal/student conference, detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-10 days out-of-school suspension

Insubordination

Defiance of authority; Refusal to obey teacher or administrator instruction.

First Offense: Warning, principal/student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Principal/student conference, detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-10 days out-of-school suspension

Nuisance Items

Possession or use of toys, games, MP3 players, and other electronic devices (other than mobile phones) unauthorized for educational purposes

First Offense: Confiscation and warning, principal/student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Confiscation and principal/student conference, detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-10 days out-of-school suspension

Public Display of Affection

Physical contact inappropriate for the school setting including, but not limited to, kissing and groping

First Offense: Principal/Student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-10 days out-of-school suspension

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence or

explicit death, or injury. This prohibition does not apply to curricular material approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation and principal/student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Confiscation and detention, in-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Technology Misconduct

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

First Offense: Restitution and principal/student conference, loss of user privileges, detention, in-school suspension, or Wednesday/Friday/Saturday school

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

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

First Offense: Confiscation, principal/student conference, in-school suspension, or Wednesday/Friday/Saturday school

Second Offense: Confiscation of device/ISS for one week, principal/student conference, two days in-school suspension, or two Wednesday/Friday/Saturday schools

Subsequent Offense: Confiscation of device/ISS for the remainder of the semester, principal/student conference, 1-180 days out-of-school suspension, or expulsion

*In each case, a parent must come to the school to retrieve the phone. OGHS assumes no responsibility for lost, stolen, or damaged electronic devices.

3. Violation of Technology Use Policy other than those listed in (1) or (2)

First Offense: Restitution and principal/student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

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

4. Use of audio or visual recording equipment in violation of Technology Use Policy

First Offense: Confiscation and principal/student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Confiscation and principal/student conference, detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-10 days out-of-school suspension

Theft

Theft, attempted theft, or knowing possession of stolen property

First Offense: Return of or restitution for property and principal/student conference, detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-180 days out-of-school suspension

Subsequent Offense: Return of or restitution for property and 1-180 days out-of-school suspension or expulsion

Threats or Verbal Assault

Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage

First Offense: Principal/Student conference, detention, in-school suspension, Wednesday/Friday/Saturday School, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: In-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Tobacco/Nicotine

1. Possession of any tobacco products, including e-cigarettes/vapes, on district property, district transportation, or at any district activity

First Offense: Confiscation of tobacco product and principal/student conference, detention, in-school suspension, or Wednesday/Friday/Saturday school

Subsequent Offense: Confiscation of tobacco product and detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-10 days out-of-school suspension

2. Use of any tobacco products on district property, district transportation, or at any district activity

First Offense: Confiscation of tobacco product and principal/student conference, detention, in-school suspension, Wednesday/Friday/Saturday school, or 1-3 days out-of-school suspension

Subsequent Offense: Confiscation of tobacco product and in-school suspension, Wednesday/Friday/Saturday school, or 1-10 days out-of-school suspension

Tardiness

Arriving in the classroom or other designated area after the expected time class or school begins, as determined by the district

Students MUST be sitting in their desks (or other appropriate place) BEFORE the tardy bell rings.

1st-3rd tardy per quarter: No consequence

4th tardy per quarter: Detention (1 hour) after school

5th tardy per quarter: Detention (2 hours) after school

6th-7th tardy per quarter: Wednesday/Friday/Saturday school (3 hours) or ISS

8th tardy and beyond per quarter: ISS or Wednesday/Friday/Saturday school

Excessive tardies (determined by administration): 1-10 days out-of-school suspension

Students will be allowed three excused (parent phone call) tardies per quarter. Any tardies after those initial three will count as unexcused and will add to the total tardies for the quarter. Tardiness due to any doctor/dentist appointment will not count as excused or unexcused tardies, provided that the student supplies an appropriate excuse note.

Truancy/Skipping/Absence from Assigned Area

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians

Students who are not where they are supposed to be shall be subject to a search of their personal effects. Parents may not excuse students who leave during the school day after the absence has occurred.

First Offense: Principal/Student conference, detention, Wednesday/Friday/Saturday school, and unexcused absence, or 1-3 days in-school suspension

Subsequent Offense: Detention, 2 Wednesday, Friday, or Saturday schools and unexcused absence, or 3-10 days in-school suspension and removal from extracurricular activities

Unauthorized Entry

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance

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

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

Vandalism

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students

First Offense: Restitution and principal/student conference, detention, in-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: Restitution and in-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

Weapons

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g) (2) or ' 571.010, RSMo. Examples: A firearm as described in 18U.S.C. 921. Any device defined in 571.010 RSMo, including a blackjack, cancelable firearm, firearm silencer, explosive weapon, gas gun, knuckles, machine gun, projectile weapon, rifle, shot gun, spring gun, or switchblade knife. A pocketknife and/or pepper spray would qualify in this category.

First Offense: In-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

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

2. Possession or use of a firearm

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

Subsequent Offense: Expulsion

3. Possession or use of ammunition or any component of a weapon

First Offense: In-school suspension, Wednesday/Friday/Saturday school, 1-180 days out-of-school suspension, or expulsion

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

DRESS CODE

The general atmosphere of the school must be conducive to learning. The Oak Grove R-VI Board of Education requires that students wear appropriate dress 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 cannot contain obscene, off-color, or degrading remarks or designs (no matter the subtlety). Students may not wear clothing that exposes the midriff, and undergarments must not be visible. Pants/Jeans/Shorts that contain holes are allowed if the holes do not reach above mid-thigh. Any holes above mid-thigh must be patched, and pockets must not be visible through holes. Shorts/Skirts/Dresses must reach mid-thigh. Tops must cover the backside of leggings/yoga pants/excessively tight pants. Girls cannot wear tank tops or thin strap tops (straps must be at least 3 inches wide), and guys cannot wear sleeveless shirts. Pants should be worn at the waist. Caps and hats should not be worn inside the building. Clothing identified as gang symbols or style of dress will not be allowed. No face paint may be worn. Dress that may disrupt classroom work or school functions may not be worn. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process or if the student's appearance is inconsistent with the school's mission, the student will be asked to make the necessary changes. Any student who does not comply with instructions to make such change will be subject to consequences and/or will be sent home.

Teachers and/or administrators deem what is appropriate and inappropriate. The following explain some general guidelines of clothing that will be deemed disruptive or inappropriate:

- Shoes must be worn – no house slippers.

- Chains may not be carried or worn.

- No pagers or laser lights in students' possession on school property.

- No excessively long pants that drag the floor.

- No confederate flags or other ethnic or racially biased material.

- Physical Education - No earrings, watches, jewelry, etc.

We cannot possibly list every situation; therefore, the building principal/assistant principal will determine the appropriateness of questionable clothing.

DRUG TESTING

Background and Purpose

Drug abuse is a serious problem. Schools, including Oak Grove R-VI School District, are not immune. Even students involved in extra-curricular activities are increasingly using alcohol and are experimenting with pharmaceutical and "street drugs" such as marijuana and cocaine. The administration of the Oak Grove R-VI School District has noted and documented, both formally and informally, an increase in the use of drugs by students, including those students participating in extra-curricular activities, as well as those who park on school property. The educational program and drug-testing program described in these materials is part of an overall physical conditioning program at Oak Grove R-VI School District. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

A student using drugs is a danger to him/herself as well as other students. All students in attendance at Oak Grove High School who choose to participate in extracurricular activities and those who choose to park on school property are entitled to do so in a drug-free environment.

As a condition of participating in extracurricular activities and receiving a parking pass to park on school property, high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.

This program does not affect other policies and practices of the Oak Grove R-VI School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who will participate in extracurricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extra-curricular activity has not yet begun. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required.

Definitions

“Extra-Curricular Activities”: means any school sponsored extra-curricular activity and/ or a performance in which a student represents the District, in the opinion of the District's Administration. Extra-Curricular activities that will be tested are all MSHSAA (Missouri State High School Activities Association) regulated activities and events such as athletics, band, choir, cheerleading, academic competition, FFA, FBLA (Future Business Leaders of America), FCCLA (Family Career Community Leaders of America), Forensics, Drama, Science Olympiad, Math Relays, Winter Guard, and Color Guard. This list is subject to change on a yearly basis. The list of extra-curricular activities to be tested will be published at the yearly drug testing program informational session before school starts. When an activity or performance is part of a course offered by the school, such as band, choir, or forensics, the student's grade or enrollment in the course will not be conditioned upon consenting to drug testing. However, the student will be given an alternative assignment in lieu of the activity or performance if the student and his/her parents do not consent to drug testing. The students enrolled in these courses will be notified at the beginning of each semester, if possible, which activities or performances they will be precluded from participating in and the alternative assignments.

“Performances”-means the scheduled games, matches, contests, or performances (including district, sectional, and state contests) for the activities listed above.

“Consent form”- means the Parent/Guardian Drug Testing Consent Form which is adopted by the district's administration.

“Parking on school property”-means any **student** who parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student area on school property.

“SAMHSA”- Substance Abuse Mental Health Safety Administration

Procedures and Guidelines

A consent form contains the procedures for mandatory and random drug testing. It provides that the student and parent/guardian must sign the consent form to be eligible to participate in extracurricular activities at Oak Grove High School. Students and parents/guardians must also sign the consent form to be eligible to park on school property. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required.

Each student who has signed a consent form will be assigned to the random pool for the duration of participation in the drug-testing program. This consent form must be turned in prior to the deadline set for the school year, or the student will not be eligible to participate in extracurricular activities or park on school property for the entire school year. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select 20 numbers per month (in case of absences). Fifteen participants will be called for testing in the order listed until all have been identified as available for testing. Testing will occur during the school year only and regardless if that student's activity is in season or not or if his/her club is meeting or not. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the Activities Director. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to meet with the Activities Director to drop out of the testing pool. **After a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in extracurricular activities or park on school property for that school year.**

Parent-Requested Participation

Parents of students who wish for their student to participate in the drug-testing program may voluntarily enroll the student in the district's program even if the student is not involved in extracurricular activities and does not park on school property. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but the student will not be penalized through this policy or the Student Discipline Policy of the Oak Grove R-VI School District.

Privacy and Confidentiality

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. A representative of the Oak Grove R-VI School Administration or School Nurse will be available during the testing procedure. While waiting in the designated areas, students will be randomly called to take the test. At the conclusion of the tests, the students will confirm their name with the drug testing company, in private, as results are discussed with them. They will receive a letter from the school administrator to take home to their parents/guardians. The test administrator will then ask the students to remove hats and outer garments (if any) and place the contents of the pockets on the testing table. The students will be allowed to return any non-containers to their person. The students will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table. The test administrator will

accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator will have placed blue dye into the toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying his/her hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void, comes out of the stall, and places the collection cup on a pre-arranged flat surface. When the test administrator re-enters the restroom, he will take the collection cup and determine if there is a sufficient specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen (if any of the above take place, the test administrator will reject the specimen and collect a second specimen). If the specimen is acceptable for testing, the student will be asked to again wash his/her hands and then stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the school's testing agenda. If the screening test indicates a positive screen, the verification process will be implemented. If a student is unable to produce a urine sample, the student will undergo a time limit of 3 hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample. The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of a positive test or not, parents will be notified through a letter that their child was randomly tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in extracurricular activities as defined in this policy and for eligibility for a student parking pass. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed.

Verification of Sample

Verification of sample will vary with drug testing company hired to conduct random testing with school district.

Disclosure of Other Medications

Upon confirmation by a SAMSHA-certified (Substance Abuse Mental Safety Health Administration) laboratory of a positive specimen, the parents of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then verify with either the school nurse or the test administrator (or the administrator's company representative) the validity of the medication producing the positive result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is not legitimate or

acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

Consequences

The only consequence for a student testing positive in the district's random testing program is exclusion from extracurricular activities/parking on campus.

Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and schedule a conference with the student, the parent/guardian, and the extracurricular sponsor. Offenses accumulate throughout grades nine through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer, and/or into the beginning of the next school year.

First Offense – The first time a student tests positive for drugs or alcohol under the random drug testing program, the student shall be suspended from participation in all covered activities/parking on campus for a minimum of 30 participation days and must pass a district-administered drug test prior to participating in covered activities again.

Alternative First Offense – With the consent of the student and their parents/guardians, the district designer may reduce the suspension from 30 to 15 calendar days if the student meets the following requirements:

1. Within one week of the conference, the student must receive or be enrolled in substance use counseling from a licensed provider. The parents/guardians are responsible for any costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the substance use treatment provider at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the district will immediately implement the original consequences.
2. The student will be required to submit to drug tests every time the district conducts random drug testing on other students for the rest of the school year.

Second Offense – Students with two positive test results for drugs or alcohol will be prohibited from participating in all covered activities/parking on campus for a minimum of 365 calendar days.

Third Offense – Students with three positive test results will be prohibited from participating in all covered activities/parking on campus for the rest of their enrollment with the district.

Testing Obstruction – Students who obstruct the district's drug testing process will be suspended from all covered activities/parking on campus for one calendar year and will forfeit all eligibility for awards or honors given for those covered activities. Students may also be subject to discipline for the act of obstruction itself. Students obstruct the drug testing process when they:

1. Refuse to submit to a drug test under this policy;
2. Intentionally submit a falsified sample for testing (such as submitting someone else's sample as their own, submitting an old sample as if new, or submitting a sample containing a

substance intended to cause a negative result on the test); or

3. Otherwise intentionally interfere or attempt to interfere in any way with the integrity of the sample collection and testing process under this policy.

Students who have not been asked to provide a sample but who obstruct the testing of another person's sample may be disciplined for the obstruction.

Drug Counseling and Assistance

Upon request, the district's counselors will provide information on treatment programs and other resources available in the community.

Drugs for which Oak Grove R-VI High School will be testing:

THC/marijuana, benzodiazepines (depressants), cocaine/benzoyllecgonine, amphetamines, barbiturates, phencyclidine (PCP), methamphetamine, opiates/morphine, alcohol, fentanyl, and performance-enhancing drugs, including anabolic steroids, propoxyphene (pain reliever), methadone (pain reliever), and methaqualone (Quaaludes) may compose the test.

Alcohol can be tested on a reasonable suspicion basis. The school district will pay for all random drug screenings.

DUAL CREDIT/ENROLLMENT COURSES

OGHS offers the following courses that allow students to earn college credit in addition to high school graduation credit. Students must pay fees* to the college for these courses.

- ~English 4 – Missouri Western State University
- ~Calculus – University of Missouri-Kansas City
- ~College Algebra – University of Missouri-Kansas City
- ~Trigonometry – University of Missouri-Kansas City
- ~Statistics – University of Central Missouri
- ~Spanish 3 – University of Central Missouri
- ~Spanish 4 – University of Central Missouri
- ~History 1350 – University of Central Missouri
- ~History 1351 – University of Central Missouri
- ~Adv Psychology – Missouri Western State University
- ~Chemistry 2 – Missouri Western State University
- ~Biology 2 – Missouri Western State University

*Tuition fees subject to change at UCM/MWSU/UMKC discretion without prior approval or notice

EMERGENCY PLANS/DRILLS

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place, and evacuation) will be conducted to give instruction and practice in proper actions by staff and students.

Students and faculty/staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

FEES

Some classes, because of the materials used in the class, carry a fee. The following fees apply to the specific listed courses:

Creative Foods-\$30	Family Foods-\$30	Art 1-\$20/sem
2D Art 2-\$20/sem	Adv 2D Art Studio-\$20/sem	Ceramics-\$20/sem
Painting-\$20/sem	Sculpture- \$20/sem	Adv Sculpture
Studio-\$20/sem	Woods 1-\$40	Woods 2-Project dependent
General Industrial Ed-\$30/sem		
Anatomy & Physiology-\$10	Anatomy & Physiology 2-\$20	

FIELD TRIP POLICY

Throughout the school year, OGHS sponsors field trips to various destinations to enhance classroom learning objectives. Because of the importance of school attendance/performance, OGHS requires the following criteria for students to attend field trips and, subsequently, miss school for them: 1) minimum 90% current year cumulative attendance, 2), full day attendance at school the preceding day, 3) no in-school or out-of-school suspensions during the current semester, 4) no failing grades in any current classes (grades checked two days before the trip), and 5) no obligations on the hold list. If the field trip results in an assignment for the students, teachers will provide an alternative assignment for those who do not or cannot attend.

FINAL EXAM EXEMPTION/INFORMATION

Students may earn one semester final test exemption if they have achieved all of the following criteria: 1) an A (95% or higher) in the course for the current semester, 2) a 95% attendance rate for the current semester, 3) a minimum 3.0 cumulative GPA, 4) no in-school suspensions or out-of-school suspensions for the current semester, 5) a full semester of attendance, and 6) no unexcused absences for the current semester. Students may not use a final exemption for any weighted course, dual-credit course, or AP course. Eligible students will receive a voucher from the main office and must present that voucher to the classroom teacher for his/her approval. Students must then attend the entire class and submit the voucher to the teacher on the day of the final exam and can use it in that class only. The classroom teacher will collect the voucher on the day of the exam. Students who earn an exemption may still take the exam to raise the grade in the class. With an exemption, the test will only positively affect the grade. Students who miss finals due to vacation or other extenuating circumstances will take their finals when school resumes or upon their return to OGHS and cannot use an exemption. Please communicate with the principal in this case. If students lose their voucher, they cannot get another one.

FOOD AND DRINK

OGHS does not allow food and/or drink (except plain water in clear containers) in the classrooms. Students must discard any outside drinks (Quik Trip, Casey's, etc.) upon entering the building.

FORT OSAGE CAREER AND TECHNOLOGY CENTER (CTC)

Juniors and seniors who qualify (2.0 minimum GPA, 90% attendance, and interview) may attend the Fort Osage Career and Technology Center. These students may take a variety of courses such as automotive technology, computer aided design, health occupations, entrepreneurial studies, computer support services, and culinary arts. Students may earn three credits by taking one of these courses. Students must also take three credits at OGHS. Students attending CTC must follow the rules and calendar set forth at both Fort Osage and Oak Grove. Students are suspended or expelled for the same length of time at both schools. OGHS provides transportation to and from CTC. Students driving without permission will be subject to disciplinary consequences. Students must follow all the rules set forth by the school systems and the bus driver.

BLUE SPRINGS CAREER AND INNOVATION CENTER (CIC)

Juniors and seniors who qualify (2.0 minimum GPA, 90% attendance, and interview) may attend the Blue Springs Career Innovation Center. These students may take a variety of courses such as pharmacy technician, beginning teacher academy, sports medicine, and hospitality management. Students may earn three credits by taking one of these courses. Students must also take three credits at OGHS. Students attending CIC must follow the rules and calendar set forth at both Blue Springs and Oak Grove. Students are suspended or expelled for the same length of time at both schools. OGHS does NOT provide transportation to and from CIC.

SUMMIT TECHNOLOGY ACADEMY

Juniors and seniors who qualify (2.0 minimum GPA, 90% attendance, and interview) may attend the Lee's Summit Summit Technology Academy. These students may take a variety of courses such as digital electronics, professional nursing, and cyber operations. Students may earn three credits by taking one of these courses. Students must also take three credits at OGHS. Students attending STA must follow the rules and calendar set forth at both Lee's Summit and Oak Grove. Students are suspended or expelled for the same length of time at both schools. OGHS does NOT provide transportation to and from STA.

GRADES

Teachers will assess students continually throughout the school year. This assessment evaluates student growth in expression of ideas, communication, achievement of educational goals, and personal growth and development. Teachers will assign grades based upon student ability, achievement, effort, and cooperation and will follow the district grading scale:

100 – 95%	A	76 – 73%	C
94 – 90%	A-	72 – 70%	C-
89 – 87%	B+	69 – 67%	D+
86 – 83%	B	66 – 63%	D
82 – 80%	B-	62 – 60%	D-
79 – 77%	C+	59 – 0%	F

To calculate quarter grades, teachers will total the points the students earn and divide that number by the total points available. The teachers will then average the quarter percentages to get the semester grades (1st and 2nd quarter percentages to get 1st semester, 3rd and 4th quarter percentages to get 2nd semester).

GUIDANCE AND COUNSELING

OGHS offers guidance services for all students in grades 9-12. These services include assistance with educational planning, interpretation of test scores, occupational information, study aids, and help with home, school, and/or social concerns. The counselors' services may be obtained by appointment. A team of teachers will be available to provide assistance for at-risk students through a mentoring program and academic support.

HARASSMENT

This district strives to maintain a learning environment 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 investigate all complaints promptly, 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 take appropriate action promptly 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 found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

HEALTH ROOM PROCEDURE

If students feel ill, they should report with a pass to the nurse's office and speak to the nurse. The nurse will determine if students need to leave school and contact parents. Consequences will result if students do not follow this procedure. Students must report all medication to the nurse.

Over-the-Counter Medications

The district may administer over-the-counter medication to students upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the students. The

prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. All prescription medicines must come in a current prescription bottle or original container. Prescription medicine pharmaceutical labels must include: 1. Student name, 2. Current date, 3. Name of medication, 4. Directions for dispensing.

The Oak Grove R-VI School District maintains emergency medications for severe allergic reactions and respiratory distress to be administered in circumstances where student medications are not available or an unknown allergic reaction occurs. These medications can be potentially lifesaving. Standing Order Protocols will be followed. If you do not want your student to receive either albuterol or epinephrine in an emergency situation, please contact your student's school nurse for an opt-out form.

IMMUNIZATIONS

Students may not attend school without proper immunizations. Parents must present proof of immunizations at the time of enrollment. The school nurse will inform students and parents when a new or updated shot is required. Parents should direct any questions about immunizations to the school nurse.

INTERNET POLICY

Most of the computers in the high school are linked to the Internet. Any student accessing the Internet must have a technology usage agreement on file prior to use. Any student who misuses the Internet will lose his/her technology privileges for the remainder of the school year (or other appropriate time period).

LEAVING SCHOOL GROUNDS

Prior to leaving the school grounds, parental contact must be made with the principal/assistant principal or his designee. The high school number is 690-4152. All students leaving school grounds must check out through the principal's office. Students signing out must inform the office of parent permission, must list the reason, and must record the time of day they leave. If they return the same day, they should come to the office immediately and record the time of return. Those who fail to follow this procedure are considered truant and are subject to disciplinary action.

LOCKERS

OGHS provides lockers for students upon request. Due to large numbers, most students will share lockers. Students assume responsibility for all items left in their lockers and should not leave valuables in lockers. Students should not bring large amounts of cash to school or leave any cash in their lockers. Students may secure their lockers with padlocks distributed through the principal's office. Students should clean their lockers periodically. Lockers remain the property of the school and may be opened and inspected by school officials at any time. Administration may exercise the right to use police search dogs at any time. Students should not leave cups or drink containers in lockers. Students assume all responsibilities for damage to lockers. Students must remember that someone else will use the locker in the future. Failure to follow these simple, commonsense rules may result in the loss of locker privilege.

LUNCH

The Oak Grove R-VI School District operates the National School Lunch and Breakfast Program under the guidelines set forth by the United States Agriculture Department 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, the district's food service provider, will make monthly menus available for each student to assist in making nutritious choices. In addition to printed menus, menus can be accessed by 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 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 extension 1103.

OGHS offers a closed lunch hour. Students cannot leave school campus to eat elsewhere during lunch. Any food delivered to the school must come through the office.

Each student will be assigned an account and an access code. Students must complete a lunch money envelope and deposit the money in the cafeteria before 8:30 AM.

ALL students MUST go to the cafeteria on their shift, whether they are eating or not, and must remain there until their shift ends. Students should base their behavior in the cafeteria on courtesy and cleanliness. This means leaving the area in a clean condition. Failure to behave properly or clean messes will result in a loss of cafeteria privileges.

Students should use the restroom and water fountain and go to their lockers during the passing time to and from the cafeteria. Since some classes will be meeting during each shift, students must remain as quiet as possible outside these rooms. If students must leave the cafeteria, they must obtain permission from the supervisor or another teacher.

Prices for the 2024-25 school year are breakfast \$1.90, lunch \$2.65.

[Student Meal Policy](#)

MARKETING RELEASE PROGRAM

Seniors may be excused part of the regular school day to work at an approved marketing job. Program guidelines are available through the counseling office or program director. All students must maintain an 85% attendance record before enrollment and during participation in this program. Students must also enroll in a minimum of four classes of high school credit (including Marketing I). To ensure the proper attendance, OGHS will review all marketing release students' attendance percentages at the end of each mid-term and quarter. If a student does not meet the minimum percentage at that time, OGHS will give him/her until the next midterm or quarter to rectify the deficiency. If the student has not met the minimum requirement at that time, OGHS will require the student to stay in school the entire day until he/she reaches the minimum requirement, at which point OGHS will examine the information and decide to let the student leave school early or not. Also, if a student quits or loses his/her job for whatever reason, he/she must find another job within two weeks. The student will stay in school the remainder of the semester if he/she has not obtained a job in that two-week span.

MEDIA CENTER

All high school students may use the library/media center and borrow materials. The library media specialist will take charge of all materials and will instruct students on the policies for checking out materials. Students must pay for any lost material. Grade cards may be held if library obligations are not met. Classroom use of the facility takes priority over individual use by students. Students are expected to show courtesy and cooperation in the library.

MCC EARLY COLLEGE ACADEMY DUAL DIPLOMA PROGRAM

The MCC Early College Academy is the manifestation of a commitment of the academic leadership in Eastern Jackson and Lafayette Counties. Students will have the unique opportunity to maximize their academic talents and reach their full potential. The MCC Early College Academy provides a unique and special opportunity for high school students to pursue higher education on a timeline more relevant to that of MCC's traditional options and earn a high school diploma and an associate's degree simultaneously. Interested students should speak to their counselor for more information.

MISSOURI ASSESSMENT PROGRAM

The Oak Grove School District implements the components of the Missouri Assessment Program (MAP) to monitor the progress of all students in meeting the standards set 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 in which they are enrolled for the current year (English 2, Algebra 1, Algebra 2 if applicable, Biology, and Government). Students will take state assessments in the fall/spring of each school year. Additionally, all juniors will take the state ACT assessment on the mandated date (usually mid-April), if applicable. Juniors will take the Armed Services Vocational Aptitude Battery (ASVAB) in place of the ACT.

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (MSHSAA)

OGHS operates all sports and activities under the direction of MSHSAA. According to MSHSAA By-Law 2.3.2, students must enroll/earn a minimum of three (3.0) credits (pass six courses) in a semester to maintain eligibility for the following semester - i.e. 3.0 credits in fall to participate in spring...3.0 credits in spring to participate in the fall. Credit earned during Summer Academy will not count toward MSHSAA eligibility.

NATIONAL HONOR SOCIETY

The OGHS National Honor Society recognizes and honors student scholarship, service, leadership, and character. Students who reach the required scholarship level will then be evaluated on the basis of their service, leadership, and character. Selection process will be in accordance with the national guidelines. In addition to the national guidelines, each student who wishes to be considered for NHS must complete an application by the stated deadline. A faculty council will review applications and elect members. To retain membership, students must maintain the eligibility requirements. Anyone who falls below the standards will be warned immediately by the sponsor(s) and will be placed on probation. Only one academic quarter of probation will be permitted. If a member is dismissed from the society, eligibility for the membership can never be regained. A minimum 3.75 GPA will be required to apply for admission to NHS for the class of 2019 and beyond.

OFF CAMPUS COLLEGE RELEASE

Seniors requesting to attend college during the school day must meet the following criteria:

1. A cumulative 3.00 GPA or special permission from the principal
2. Enrollment in a minimum of four (4) classes of high school credit (run consecutively if possible)
3. No enrollment in classes similar in description to classes offered at OGHS
4. Application for release through the principal

Students should bring a course description when they are applying. If uncertainties on whether or not the course meets approval arise, the principal will take the application to a committee consisting of the following people: counselor, two teachers, and the principal.

PANTHER PRIDE TIME - TUTORING

To assist students with academic difficulties, OGHS hosts tutoring sessions each day. All students who receive a D+, D, D-, or F on a grade report should attend these required tutoring sessions. These tutoring sessions will count toward the fulfillment of academic probation requirements. Students can arrange additional tutoring with their individual teachers, especially before or after school.

PARENT CONFERENCES

OGHS will conduct formal parent/teacher conferences at the end of the first quarter. Parents can schedule additional conferences through the high school office.

POWER OF I (INCOMPLETE or I CAN DO THIS)

To encourage students both to complete their assigned work and to emphasize the importance of completing tasks efficiently and timely, students will follow a certain Power of I expectation in each class. The expectation will vary from class to class. Teachers will explain the particular policy in each class at the beginning of the school year.

PROGRESS AND GRADE REPORTS

Progress reports will be issued at mid-term of each quarter. Grade cards will be issued the week following the end of each quarter. OGHS will notify parents of most grade reports and will hold both grade reports and access to Parent Portal if students owe fees, fines, or other obligations. If parents do not supply an email address, OGHS will print and distribute a hard copy upon request.

SCHOOL CLOSING

If school closes because of inclement weather or other unforeseen circumstance, please listen to local radio and television stations for announcements. Please do not call the HS office about school closings. The Oak Grove R-VI School District utilizes an automated call system capable of sending phone calls to cell phones, home phones, and/or work phones with school information updates, including inclement weather notifications.

SCHOOL DANCES

OGHS hosts several dances throughout the school year for the entertainment and recreation of the student body. Any student wishing to bring a date who attends another school

or who has already graduated must complete a Dance Guest Request form prior to the announced date (a guest must be at least a freshman currently enrolled in high school and no older than 20 years of age). All school rules pertain to the dances. Any student who violates a rule will be asked to leave the dance (without refund) and may face additional disciplinary action deemed necessary by the administration. Students and guests may not leave the premises and then return. No student may attend a dance if he/she has not attended school (full day) the day of or before the dance or has accumulated less than 85% attendance throughout the year.

SECURITY CAMERAS

The district authorizes the use of security cameras on district property and in buses to ensure the health, welfare, and safety of all students, faculty/staff, and visitors to district property and to safeguard district facilities and equipment. Security cameras may be used in locations as deemed appropriate by the superintendent or designee.

STUDENT AUTOMOBILES

Students must register their cars with the office before they can park in the school lots and must purchase a parking sticker (\$1). Students should place the sticker on the lower left side of the front windshield. Failure to display the sticker may result in loss of driving privileges. Students must park their cars in the designated areas assigned by the principal/assistant principal. No cars may be parked in the fire lane at any time. Illegally parked cars are subject to tow at the owner's expense, and the student is subject to loss of driving privileges. Safety must be observed at all times on school grounds and the areas in immediate vicinity. The speed limit on campus is 15 MPH. Those students driving recklessly are subject to disciplinary action and loss of driving privileges. Driving/Parking on school property is a privilege that can be revoked at any time. Student vehicles parked on the school property are subject to search at the request of the administration. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

STUDENT ACADEMIC RECOGNITION

OGHS recognizes and awards students for their academic achievement. OGHS utilizes the Latin system of student recognition with three levels: Cum Laude (3.85-3.99), Magna Cum Laude (4.0-4.19), Summa Cum Laude (4.2 and higher).

The OGHS Honor Roll recognizes those students who have achieved high grades for the quarter. Students must earn a 3.75 to 4.0 or higher GPA for the Principal's Honor Roll and a 3.0 to 3.74 GPA for the Honor Roll. Students in grades 10, 11, and 12 may earn academic letters by maintaining a cumulative 3.75 GPA. OGHS hosts a spring reception to honor those students. Many individual departments, including sports, music, and drama, hold additional recognition banquets. To recognize outstanding seniors and underclassmen, OGHS conducts a spring awards assembly for the entire student body.

SUSPENDED STUDENTS

Students under suspension are not allowed on school grounds and cannot attend any school-sponsored activities. Students who violate this rule shall be subject to additional days of suspension. Suspended students' quarter grades will drop by 2% per day for that quarter, but the students can complete all work missed during the suspension.

SUMMER ACADEMY

Students who fail a core course during the regular school year will be expected to attend Summer Academy to recover the credit and stay in good standing toward cohort graduation. Students must satisfactorily complete all work (assignments, quizzes, tests) and must attend certain minimum seat hours to earn one or two semesters of credit. Summer Academy normally runs daily 7:30 AM to 12:00 PM for fourteen (14) days.

SUPERVISION

Students are not allowed in any area of the school building or on any area of the school grounds unless under the direct supervision of a school employee.

TEXTBOOKS

Students in grades 9-12 may receive textbooks in some classes. These books will be the students' responsibility. If a book is lost or damaged beyond normal usage, the student will pay for repairs/replacement. After a textbook has been rebound once, it cannot happen again, which will then include a replacement cost.

TIME SCHEDULE

The building opens to students at 7:00 AM. No student should enter the building before this time without permission. Students should leave the school grounds immediately at the close of school unless they are participating in a scheduled school activity or are using the media center with appropriate supervision.

TOBACCO/NICOTINE

The Oak Grove R-VI School District strictly prohibits students from using or possessing tobacco/nicotine, their products, or their paraphernalia on school property (including vehicles), on school buses, or at/on any school-sponsored events (home or away). Any tobacco/nicotine or their products confiscated from students will be destroyed. The evidence standard will be possession (cigarette/e cigarette/vape/vape pen/etc. in hand, lit or unlit) and/or use (visible sign such as exhaling smoke/vapor or presence of other evidence suggesting that a violation has occurred). Students who wish to quit smoking/using nicotine will be offered school and/or community resources. See Discipline Procedures for the consequences for the use or possession of tobacco.

TRANSPORTATION 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.

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.

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.

Bus Stop Rules

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.

Bus Rules

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.

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.

VENDING MACHINES

OGHS offers machines with snacks and beverages for student consumption, but students use these machines at their own risk. OGHS will not provide refunds.

VISITORS

All visitors must report to the main office before going to any other part of the building. Students cannot take visitors to classes.

WEIGHTED COURSES

Oak Grove High School students can enroll in weighted courses. These courses are more challenging than a normal college preparatory curriculum and provide increased rigor for advanced students who wish to challenge themselves.

“Weighting” a grade adds to the grade point value earned in selected courses. Grades of A, B, C, and D earned in weighted classes will earn an extra grade point.

Weighted classes grade point scale: Non-Weighted classes grade point scale:

A = 5.00	A = 4.00
B = 4.00	B = 3.00
C = 3.00	C = 2.00
D = 2.00	D = 1.00
F = 0.00	F = 0.00

The following OGHS courses will be weighted:

English 4 DC	Calculus DC	Anatomy/Physiology	History 1350/1351
AP Art History	College Algebra DC	Anatomy/Physiology 2	Adv Psychology
Spanish 3 DC	Trigonometry DC	Biology 2 DE	AP Government
Spanish 4 DC	Statistics DC	Chemistry 2 DE	AP Computer Science Principles

WITHDRAWAL PROCEDURE

Any student who leaves Oak Grove during the school year should complete a withdrawal form from the office or the counselor at the beginning of his/her last day at OGHS. Upon withdrawal, all books and materials must be returned, and all obligations must be cleared before the student's records can be forwarded to another school.

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 not to 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTICE

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 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 ten (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 US Department of Education concerning alleged failure of the district to comply with FERPA requirements. Such complaints may be directed to: Family Policy Compliance Office, US Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605

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 AM and 4:00 PM.

This notice will be provided in native languages as appropriate.

NONDISCRIMINATION NOTICE

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 with 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.

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

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

<p style="text-align: center;">Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</p>
<p>General Information</p> <ol style="list-style-type: none">1. What is a complaint under ESSA?2. Who may file a complaint?3. How can a complaint be filed?

<p>Complaints filed with LEA</p> <p>4. How will a complaint filed with the LEA be investigated?</p> <p>5. What happens if a complaint is not resolved at the local level (LEA)?</p>	<p>Complaints filed with the Department</p> <p>6. How can a complaint be filed with the Department?</p> <p>7. How will a complaint filed with the Department be investigated?</p> <p>8. How are complaints related to equitable services to nonpublic school children handled differently?</p>
<p>Appeals</p> <p>9. How will appeals to the Department be investigated?</p> <p>10. What happens if the complaint is not resolved at the state level (the Department)?</p>	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
Revised 4/17

² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

STANDARD COMPLAINT RESOLUTION: 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: 06/20/2011

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

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.

Board Reviewed 6/24/24